



ATTLEBOROUGH TOWN COUNCIL

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

**You are summoned to the Meeting of
Attleborough Town Council
To be held on Monday, 7 September 2020 at 7.00pm**

THIS MEETING WILL BE HELD VIRTUALLY AND WILL BE STREAMED LIVE FOR THE PUBLIC TO VIEW VIA A LINK WHICH WILL BE AVAILABLE ON THE COUNCIL'S WEBSITE. THE LINK WILL BE ACTIVATED PRIOR TO THE START OF THE MEETING.

THIS MEETING IS IN LINE WITH THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020

<http://www.legislation.gov.uk/uksi/2020/392/contents/made>

Gina Lopes

2 September 2020
CEO & Town Clerk

AGENDA

To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary: -

1) Mayor's Welcome

2) Apologies for absence

To receive and accept apologies for absence.

3) Declarations of Interest

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

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)

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

4) Resident's Questions

10 Mins

Members of the public may now participate in the meeting and speak in this item. The Meeting ID and Password will be available on the website on the day of the meeting.

<https://attleboroughtc.org.uk/>

5a) Minutes of the Town Council meeting held on 3 August 2020 – for acceptance and approval

5b) Minutes of the Extraordinary Town Council meeting held on 20 July & 17 August 2020 - for acceptance and approval

6) Planning Matters

- a) **Planning Applications** – Applications agreed and response submitted **5 Mins**
– for confirmation by members.
- 6b) Planning Reform** - for consideration

7) Financial Matters

10 Mins

- a) **To authorise payments** – for acceptance and approval – for resolution
- b) **To agree direct debits** – for acceptance and approval – for resolution
- c) **To receive Income** – for acceptance and approval – for resolution
- d) **Petty Cash payments** - for information
- e) **Income & Expenditure Report July 2020** – for information
- f) **Receipt of S106 Funds £94,043.11 for London Road play area** - for consideration
- g) **Grant Application Rocklands Youth Football Club £250** - for consideration

8) Projects

- a) **Project – Attleborough Neighbourhood Plan** - Cllr Tyrer to report **45 Mins**
Recommended changes to the Attleborough Neighbourhood Plan (ANP) committee so that it can become a community led project that is supported by the town council, including recommendations on how we can focus on environmental matters to help build a greener future - for consideration and resolution.
- 8b) Project – Involving Youth** - Cllr Dale to report **15 Mins**
Recommendations on how the council can effectively involve the towns youth in projects and support community initiatives - for consideration and resolution.
- 8c) London Road Park Consultation** – for consideration

9) Correspondence

20 Mins

- a) **Response re Motor Cross Noise** - for information
- b) **Use of Recreation Ground behind Connaught Hall** - for consideration
- c) **Request from Gaymers Bowls Club to display advertising boards** – for consideration
- d) **Draft Statement of Licensing Policy PL0232** – for comments
Draft Statement of Licensing Policy PL0237 – for comments
- e) **Request to display large “Confidence” campaign banners** – for consideration
- f) **“Litter and Lewd Behaviour” email** – for consideration
- g) **Plans/Actions for Footpath, Street Lighting and Traffic Calming Measures along Mill Lane, Attleborough** – for consideration
- h) **Heritage Open Days** – for information

10) Exclusion of Press and Public

To pass a resolution excluding 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

11) Update from Investigation Committee

20 Mins

- a) **Litigation case**
- b) **Staff Grievances**

MAXIMUM MEETING TIME TWO HOURS

59.)



ATTLEBOROUGH TOWN COUNCIL

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**Minutes of the Virtual meeting of the Attleborough Town Council
 Held on Monday, 3 August 2020 at 6.00 pm**

Present:

Cllr P Leslie - presiding
 Cllr K Montague Cllr B Bulmer Cllr B Cousins Cllr J Ellis
 Cllr T Taylor Cllr J Roper Cllr A Busk Cllr E Tyrer
 Cllr A Westby Cllr V Dale Cllr L Grave Cllr W Loades
 In attendance – Gina Lopes – CEO & Town Clerk to Attleborough Town Council
 Anne Willett – CEO’s Assistant (minute taker)

031.20) Mayor’s Welcome

The Mayor, Cllr Leslie welcomes and thanks everyone for their messages of support and to congratulate Norfolk Day Heroes and to list by name in recognition of the work they do, Elaine Day, Sarah Huddleston, Jane Doughty, Rachel Harvey, Lily Lancaster, Don Saunders and Taila Taylor.

032.20) Apologies for absence

Cllr D Redmond – Other Commitment
 Cllr T Crouch – Other Commitment

033.20) 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 12a

034.20) 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.)

035.20a) Minutes of the Town Council meeting held on 13 July 2020

Cllr Ellis queried why there are no minutes for the Extraordinary Town Council meeting held on 20 July 2020 these were requested to be ready no later than September meeting. Cllr Taylor objected to the **Min 021.20a** The Chairman will seek clarification and verification from the independent solicitor, this was not part of the resolution, this line will be separated out and Clerk will action added.

Min 026.20a Vote for add Cllr Roper

On the motion of Cllr Roper, seconded by Cllr Dale, it was **RESOLVED** to accept the minutes of the meeting of the Town Council meeting held on 13 July 2020 subject to the above amendments.

036.20b) Minutes of the Attleborough Neighbourhood Plan Committee meeting held on the 20 January 2020 -

The minutes of the Attleborough Neighbourhood Plan Committee meeting held on the 20 January 2020 were noted.

037.20) Planning and Highways –

037.20a) Planning & Highways Lists; 13 July 2020

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

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 storeys 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

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

RESOLVED to confirm the Cllrs responses previously made in relation to Planning & Highways Lists

037.20) Planning and Highways

037.20b) Decision notices received to-date

Decision notices below were noted for information –

3PL/2020/0516/HOU – Dayjan, 12 Arlington Gardens – Demolition of existing garage and construction of single storey extensions to front and rear – Approved.

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 – Approved.

3PL/2020/0522/LB – 52 Connaught Road – Partial Re Thatching and Repairs to rot and various items to be repaired – Approved.

3PL/2020/0463/HOU – Wrap round extension to the rear and side of the property – Approved.

3PL/2020/0202/F – Wayside Buckingham Road – Residential development of site to provide 9 no dwellings following PIP permission granted under

3PL/2019/0122/PIP – Approved.

037.20c) Planning Applications received to-date

After consideration of the following planning applications

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

RESOLVED to accept with no objections

3PL/2020/0726/HOU – 5 Estcourt Road – Alterations and extensions including first floor accommodation.

3PL/2020/0705/F – 1 2 & 3 Albermarle Villas, London Road – Sub division of existing garden land to provide off street parking to existing cottages.

3PL/2020/0320/F – Pixie Paddock, Leys Lane – Erection of four garages to serve the dwelling permitted under planning permission 3PL/2017/0351/F.

3PL/2020/0780/F – Land at Chalk Lane – The construction of an agricultural feed mill (Use Class B2) with ancillary offices and welfare facilities, creation of a new vehicular access and associated infrastructure including silos; engineering; landscaping; and ground works – this is an Environmental Impact Assessment Development.

3PL/2020/0761/HOU – 100 Norwich Road – Proposed single storey front extension.

3PL/2020/0773/HOU – 8 Constable Close - Conversion of garage to habitable room and 1st floor extension above.

037.20d) Other Planning Matters

i. Withdrawal of Planning Application –

3PL/2020/0498/F – Site to the rear of & 7 Police House fronting onto Constable Close – Proposed new 3-bedroom bungalow with parking – Noted for information

ii. Planning Regulatory Committee, Norfolk County Council -

FUL/2019/0056 – Land at SS Agri Power Limited, Ellingham Road. Date of meeting 31 July 2020; *information circulated to Councillors by email: 24 July 2020.* – Noted for information.

iii. Planning Application Appeal to Secretary of State following refusal by Breckland District Council:

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 – Appeal Ref. APP/F2605/W/20/3254239 – Noted for information

iv. Resident's email; Damage to Grass Verge – Cllr Leslie with look for previous information regarding this and agreed with Cllrs to email them with a proposal.

v. Norwich Western Link Local Access Consultation – It was decided to post latest information on ATC website and look into utilising with the Next Door website to link up and share wider information.

vi. Temporary Traffic Restriction Order –

STRO3910 PT - affecting the U33189 Queens Square for its entire length from its junction with the B1077 Queens Road to its junction with B1077 Church Street because of resurfacing and engineering works. The road will be temporarily closed (except for access) from 8th August 2020 to 9th August for the duration of the works. Cllrs expressed their frustration and suggested with more resources it could be completed quicker.

vii. Norfolk County Council – Transport for Attleborough – revised timetable of works on Church Street, Queens Road and Queens Square – Noted for information and post on ATC website.

038.20) Financial Matters

- a) To authorise payments** – A query was raised concerning no payment to solicitor, this is due to no invoice being received, Cllr Leslie will make enquiries.
On the motion the motion of Cllr Bulmer, seconded by Cllr Cousins, it was **RESOLVED** to accept and approve the following payment list dated 3 August 2020 Total £5,933.49
- b) To agree direct debits** –
On the motion of Cllr Dale, seconded by Cllr Cousins, it was **RESOLVED** to approve and accept the direct debit list dated August 2020 Total £29,642.11
- c) To receive Income** –
On the motion of Cllr Bulmer, seconded by Cllr Loades, it was **RESOLVED** to approve and accept the income list for July 2020 Total £1,896.87
- d) Petty Cash payments** – Noted for information
- e) Income & Expenditure Report June 2020** –
Cllr Loades queried contingency figure, Cllr Leslie requested a breakdown. This was emailed the following day to all Cllrs with detailed information relating to the Grounds Staff Welfare Unit at the Recreation Ground.
- c) Quotations:**
- i. For Water Mains Connection to Welfare Unit
 - ii. Second Phase; Electricity Supply in Cemetery
- On the motion of Cllr Taylor, seconded by Cllr Loades, it was **RESOLVED** to email Cllrs the quotation and full details so they can make an informed decision.
- ACTION: CEO/CLLR PL**

039.20) S106 Funds available

Update report on current S106 money available –
The item for discussion is Part 1 London Road. The money being released is £7,101.28 to be spent by 22/09/2020, subject to the condition of another consultation being undertaken costing up to £7,000 as requested by ward members. Play consultant is ready to move this forward.

040.20) Correspondence

- a) Norfolk County Council Temporary Traffic Management Measures** – Noted for information
- b) Parish Partnership Scheme Initiative** –
Cllr Leslie proposed on a show of hands to forward this to the ANP for consideration.
- c) Banham Poultry Staff Parking Issues** –
Cllr Dale has attended liaison meetings and Banham Poultry do try, Cllr Leslie is aware of the problems and will speak to them as well
- d) Besthorpe Motor Cross Noise** –
This we be monitored by Breckland Council but we will contact them to make sure checks are in place and to see if there is anything we can do to assist.
- e) Request re: Personal Training 1:1** –
Cllrs thought this good to maintain health and well-being and on condition appropriate insurance in place agreed by show of hands.
- f) Thank you Email**–
- i. Cemetery Maintenance - Noted
- g) Email Re: Gaymers Car Park Concerns** – discussed with Item c)

- h) **Placement of Defibrillator by Attleborough Businesses** – Deferred to next meeting
- i) **Resident's emails Re: Potential Picnic Bench Placement** – No picnic bench will be placed outside of cottages.
- j) **Request Re: Use of Outdoor Areas for Keep Fit Class** – As discussed in Item e).
- k) **Emails Re: Abuse by Allotment Tenant** – Cllr Leslie & Cllr Bulmer will meet with allotment tenant to discuss and then report back to Council.
- l) **Report of Bonfires on the Recreation Ground** – Deferred to next meeting
- m) **Thank you Email** –
 - i. Pricilla Bacon Hospice – Noted

041.20) Mayor's Recommendations for a New Era

- Cllr Leslie explains the need for the recommendations, the intention is to defuse the hotspots that have blighted our Council for a considerable amount of time.
- Item 1 Cllr Leslie explains these are in many cases temporary things that we need to be put in place and build a good platform, I don't perceive these, particularly the first one, as a long standing thing but it is something we need to go back to basics, build up and move ourselves forward on.
- Cllr Montague reads the NALC response "not good practice for ATC to conduct HR matters responsibly and wonder how ATC would now deal with an appeal by staff against HR decisions made or perversely for the Council to conduct an appeal on disciplinary matters".
- Cllr Leslie responded these matters will be discussed below the line, this is a two-part process which has been in consultation with our solicitors and staffs' Union representative.
On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** to dissolve the Personnel Committee, and have staff matters discussed by councillors in our monthly full council meetings, after the press and public have been excluded.
- Item 2 This is to take staff out of the firing line which creates a second step of Cllrs being in the firing line.
- NALC response "This could cause difficulties in responding swiftly in emergency situations such as building damage etc."
- Cllr Leslie responded under Covid-19 there is scope to deal with this.
On the motion of Cllr Leslie, seconded by Cllr Tyrer, it was **RESOLVED** Staff discretionary expenditure limited to an accumulative total of £2000 and £400 petty cash per month.
- Item 3 We receive a lot of harassment on this and this will create another layer of protection and transparency within Cllrs so we can move forward.
- NALC response "conflict with role of Town Clerk as Responsible Officer"
- Cllr Leslie has taken that point to our solicitor we are not trying to usurp the authority of the Clerk, we are trying to create a level of transparency.
On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** Contact with solicitors for town council matters must be approved by the Chairman and majority of councillors, and all correspondence sent or received is to be forwarded to councillors where legally permitted.

- Item 4 NALC response “Slows any ATC response which could have adverse ATC impact”
On the motion of Cllr Leslie, seconded by Cllr Dale, it was **RESOLVED** Press releases to be approved by the Chairman and majority of councillors before being released.

The following projects will be assigned councillors to act as leads and become a point of contact for other councillors, staff and residents to communicate with and submit ideas. We want to deliver a community lead town council and draw upon the considerable talents and skills available within it.

- 6 Make recommendations for increasing the efficiency, productivity and transparency of meetings. This includes a review of agenda items, public participation, reports, the use of virtual meeting software and live streaming. (Report back in EGM meeting on the 17th August, 6pm – prior to the ANP meeting)
Assigned to Cllr Leslie, Cllr Bulmer
- 7 Investigate and recommend how the Attleborough Neighbourhood Plan (ANP) can become a community lead project that is supported by the town council. Also review how we can focus on environmental matters to help build a greener future. (Report back in September meeting)
Assigned to Cllr Tyrer
- 8 Explore and suggest how the council can effectively involve the towns youth in projects and support community initiatives. (Report back in September meeting)
Assigned to Cllr Dale
- 9 As part of our 'root and branch' investigation, the council will review Standing Orders, Council Policies, Terms of Reference, Resolutions, etc. and make recommendations for potential changes to ensure they are fit for purpose and reflect best practice. (Report back in October meeting)
Assigned to Cllr Taylor
- 10 Make cost effective recommendations for replacing our website with an interactive community hub, which will incorporate the council's social media. (Report back in November meeting)
Assigned to Cllr Grave
- 11 Review the councils IT and communications strategy, as well as existing operations, programs and systems. Were it is felt necessary, investigate and recommend cost effective upgrades to our systems that will allow remote access to council documents for staff and councillors, with appropriate security, to support modernisation and increased efficiency of operations. (Report back in December meeting)
Assigned to Cllr Westby
On the motion of Cllr Leslie, seconded by Cllr Grave, it was **RESOLVED** we accept those leads as mentioned as we have gone through this.

On the motion of Cllr Grave, seconded by Cllr Montague, it was **RESOLVED** to extend the meeting to cover last two items

042.20) Exclusion of Press and Public

On the motion of Cllr Bulmer, seconded by Cllr Cousins, 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.

8.00pm The Town Council staff left for the remainder of the meeting.

043.20) 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 8.55pm

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:

Question 1 – Peter Neal

When and where is the ATC Defibrillator being located?

A) The previous Mayor has spoken about locating defibrillator in Dodds Road Area. Why has it taken so long?

A) A charity night was going to take place prior to Covid-19 to raise money but this could not take place.

Why does a request have to go before the Full Council if the businesses wish to fund a Defibrillator to be put around the town?

A) A previous request for a defibrillator was received from a business in the Town and this was taken to Council and in the case of Council land being used, it must be approved.

Question 2

As a resident of Attleborough my entire life, I was saddened when recently I tried to take my 3-year-old daughter to Decoy Common, Attleborough.

As a wheelchair user for the past 24 years, I have seen great moves in the improvement of accessibility for those with physical impairments, but it seems that Decoy Common is not one of them.

Whilst I appreciate the terrain of the common itself may prohibit many with a physical condition, the development of mobility equipment is such that areas previously thought to be impassable can now be easily achieved.

When trying to access the Common, I found that the gateway was very narrow (obviously only intended for a single walker to get through), but wasn't wide enough for my wheelchair.

Would there be any way that this could be widened, or a separate wider gate installed, to allow me and others in a similar position, to access the Common?

A) Decoy Common is cut twice a year and has already been cut this Spring, it is purposely left as a wildlife haven. The land is rented from Church Charities Group but they would probably be amenable to a wider gate, so will action this and see what we can do.

Question 3

If the council are paying mileage or travel expenses, are the appropriate checks made to ensure that the vehicle used to carry out such journeys has adequate insurance cover and is roadworthy?

I.e. Does the driver have class 1 business use to carry out such journeys.

Are checks made to ensure the vehicle had a valid MOT. Both of which are standard in the workplace?

A) Essential car users have the appropriate insurance and their vehicles do have MOT's

Question 4

The abandonment of the Planning Committee and Environment Committee now means the Full Council agenda is too big to discuss fully important items. Can these committees be reinstated?

A) Being reviewed as part of projects and looking to reinstate some committees

Question 5

I am concerned that some Freedom of Information requests do not get an initial acknowledgement. Should ATC be expected to acknowledge all FOI requests, and if so, within how many days?

A) All FOI requests should initially be acknowledged and answered within twenty working days and we are looking into this at the moment.

DRAFT



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**Minutes of the Virtual meeting of the Extraordinary Attleborough Town Council
Held on Monday, 20 July 2020 at 5.30 pm**

Present:

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

The Town Mayor welcomes everyone to the meeting and reads the following statement:

"It's been an interesting year as Mayor, extremely busy and extremely challenging at times promoting Attleborough. I wish to thank all the residents and some of the Town Councillors who have fully supported me, as Mayor. Thank you to all the Staff for their hard work under difficult and challenging times and especially those residents who have contacted me in the past couple of weeks with their full support and are appalled at what is happening. To the councillors who have done all they can to destroy the council and a few residents supporting them, I say what goes around comes around, I am sure the investigation report will reveal the truth and will be very interesting reading for all our residents".

"ATTLEBOROUGH TOWN COUNCIL INTERNAL DISPUTE SUMMARY

This statement is by Councillor Anthony Busk and is not an official press release but is a statement made in my name.

THE ISSUE

That it is apparently legitimate for some members of the council to behave inappropriately and consistently toward members of the paid staff, to the point that staff believe themselves to be abused and harassed to the point of wanting and planning to resign.

THE BACKGROUND

The mayor, with a majority vote, on being informed of the issues and the evidence, took steps to constrain some of the councillor activities of the alleged councillors, pending investigation.

The civil servants (staff) had already joined a union which thoroughly investigated their members' complaints and concluded they were justified.

Through the council an independent HR company was called in, which interviewed all staff. However, they did not send a report on two grounds: there was a leakage of confidential information into the public domain by one of the councillors and also that the evidence uncovered from the interview process could be damaging to the council.

Some councillors engaged in a publicity campaign to demine the authority of the mayor and others who had tried to protect the staff, and also to demine the capability of the staff to carry out their day to day lawful functions. Tactics used included holding a large public meeting advertised throughout the town apparently liaising with the Eastern Daily Press so that various stories were published across Attleborough and Wymondham and wider, incorporating criticism of the mayor. Likewise, also in the electronic media. Also the vigorous involvement of County, District and Town councillors and the general public using Freedom of Information requests to inundate Attleborough staff and town councillors.

A further investigation was initiated which involved further additional external legal advice being sought, which regrettably was found to be flawed in accordance with Standing Orders, because of errors made by a solicitor when giving advice. This led to a reinstatement of the councillors, which is the current position.

The HR crisis remains, but in response to other issues and the necessity to provide a duty of care to the ATC staff, and the restoration of law and order, another legal firm with wider experience has been instructed to assist in resolving the situation. The firm is working in the best interests of Attleborough Town Council, including liaising with a committee of four councillors. The way is open for a new investigation but this time making sure that the interpretation of standing orders is closely adhered to and not open to wrong interpretations.

THE DEBATE

It is irrelevant who is the mayor, because there remains a matter not just of interest to the Attleborough Town Council, but also to councils up and down the country.

There are several issues up for debate. When a council is faced with complaints from employed staff, are standing orders sufficiently precise to enable investigation and determination of findings to proceed smoothly? Also, after the facts have been established and the councillors involved have refused to accept any responsibility for their behaviour, is the process of the degree of holding back behaviour clear enough – this should also enshrine circumstances where an alleged councillor continues his or her behaviour despite being disciplined.

There is also the matter of engagement of the general public in campaigns to justify a councillor's behaviour, bearing in mind the collateral damage to a council's reputation. When the press is repeatedly engaged by councillors, is there not also a responsibility by editors to ensure a balance in their reporting. One could continue, but the Attleborough situation is not an island in itself but has much wider ramifications, which need resolution by higher authorities, perhaps within parliament itself."

125.20) Election of Chairman/Town Mayor for the remainder of the municipal year 2020-2021

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

RESOLVED to elect Cllr P Leslie as Chairman and Town Mayor for the remainder of the municipal year 2020-2021.

Vote taken

For 8

Against 3

Abstain 4

126.20) Election of Deputy Chairman/Deputy Town Mayor for the remainder of the municipal year 2020-2021

Cllr J Ellis proposed Cllr A Westby, seconded by Cllr Dale

Cllr Bulmer proposed herself, seconded by Cllr J Roper

RESOLVED to have a recorded vote

Cllr A Westby – Cllr Ellis, Cllr Dale, Cllr Tyrer, Cllr T Taylor, Cllr L Grave, Cllr A Westby, Cllr P Leslie – 7 votes For

Cllr B Bulmer – Cllr J Roper, Cllr K Montague, Cllr T Crouch, Cllr B Cousins, Cllr W Loades, Cllr D Redmond, Cllr A Busk, Cllr B Bulmer - 8 votes For

RESOLVED to elect Cllr Bulmer as Deputy Town Mayor for the remainder of the municipal year 2020-2021

ACTION: PL/BB.

127.20) Apologies for absence

There were no apologies for absence.

128.20) Declarations of Interest

a) To receive and consider declarations of interest in items below – Cllr Taylor declared an interest in Item 5f as substitute on Breckland Planning Committee.

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

129.20) Correspondence

a) Parish Partnership Scheme Initiative – for consideration - deferred

b) Banham Poultry Staff Parking Issues – for consideration - deferred

c) Besthorpe Motor Cross Noise – for response - deferred

d) Request re: Personal Training 1:1 – for consideration - deferred

e) Thank you Email– for information - deferred

i. Cemetery Maintenance

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

RESOLVED to just focus on Item 5f in the interest of time and not taking time away from the ANP meeting.

The Chairman confirmed the other items under correspondence are deferred to the next meeting

f) Town Council Storage Container planning

The storage container was discussed

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

RESOLVED to apply for retrospective planning permission with Cllr Tyrer making the application free of charge.

ACTION: CEO/ET

Meeting closed 6.05pm



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**Minutes of the Virtual meeting of the Extraordinary Attleborough Town Council
Held on Monday, 17 August 2020 at 6.00pm**

Present:

Cllr P Leslie - presiding
Cllr B Bulmer Cllr A Busk Cllr B Cousins Cllr W Loades
Cllr J Roper Cllr J Ellis Cllr A Westby Cllr L Grave
Cllr Tyrer Cllr T Taylor Cllr V Dale (Arr. 18.06)
In attendance – Anne Willett – CEO's Assistant (minute taker)

130.20) Apologies for absence

CEO & Town Clerk – Annual Leave
Cllr Crouch – Other commitment

131.20) 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 – None received.

132.20 Project – Council Meetings (Cllr Leslie) –

The following recommended changes to council meetings were considered

1. Full Council Meetings to start at 7pm
2. Public Participation – Where appropriate, answers to submitted questions to be placed on the Councils website (including those not raised in public-some questions may be grouped)
3. Planning to be dealt with outside of meetings, except where it is deemed beneficial for public discussion by Councillors and Council responses to the planning authority to be made public. Responses to be ratified in the following meeting.
4. Items for "information only" are to be emailed to Councillors and where appropriate released to the public and are not to be included on agendas, except where it is deemed beneficial for the public by Councillors
5. Zoom – Virtual meetings to be hosted by the Town Council, not a third party
6. Zoom – Council meetings open to the press and public are to be live steamed and recorded
7. Zoom – For consideration. Possible continuation of holding Zoom meetings after restrictions ease, or a combination of physical and virtual meetings
8. Option to include brief reports from Mayor, Deputy Mayor or Clerk on items deemed to be in the public interest. Invitations maybe extended to others where appropriate
9. Set up sub-committees in the relaunched community led ANP, including Environmental and Events committees
10. In normal circumstances agendas for Council and Committee meetings should be prepared and published by the Proper Officer in consultation with the relevant

Chairman and at all times should include any legitimate item requested by a Councillor or in the case of a Committee any member of it.

11. Documents referenced in agendas, including items for financial approval, are to be released at least 3 clear days before meetings
12. Draft minutes to be made available for Councillors to review and comment upon within 5 working days of the meeting. They are to be kept brief.
13. When Covid restrictions permit Town Council hold quarterly open meetings where Councillors and residents can meet to discuss community matters and make suggestions for agenda items.

NOTE- Some of the above will need to be incorporated into Standing Orders and Council Policies.

On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** to accept the above

133.20) Additional Project - Support for Elderly and Isolated

It was noted by Councillors that the Elderly and isolated in the Community needed to be supported and addressed within the project and to be part of a Committee, it has been given a limited group and we are looking for a lead for this. After a brief discussion it was decided to defer for Councillors to look at this during the next two weeks.

Meeting closed 6.30pm

Planning Applications received to-date

Councillors responses submitted prior to meeting as below:-

3PL/2020/0827/D – Attleborough: Land adjacent to Coronation Villa, 20 New North Road – Reserved matters application for erection of 2 dwellings with carport following outline permission 3PL/2019/1336/O. – No comments

3PL/2019/0717/O – Attleborough: Land North of Blackthorn Road Attleborough – Development of up to 18 dwellings with associated infrastructure, including access road, bunding, SUDs/Swale and landscaping. – No comments

3PL/2020/0872/F – Attleborough: Cyprus House, Amoghasiddhi Buddhist Centre, Queens Square – Pt.1 To replace the windows in the conservatory and to change the entrance. Pt.11 To replace the French windows on the Northern side and replace them with standard wooden windows. - No objections – as long as it doesn't inhibit any emergency exiting, this is a highly visible site, would not want to see shuttering around this corner for three years.

3PL/2020/0873/LB – Attleborough: Cyprus House, Amoghasiddhi Buddhist Centre, Queens Square – Pt.1 To replace the windows in the conservatory and to change the entrance. Pt.11 To replace the French windows on the Northern side and replace them with standard wooden windows. – No comments

3PL/2020/0821/D – Attleborough: Plot Adjoining The Bungalow Fiddlers Green – Reserved matters application for Erection of Cottage Style Dwelling & Double Garage following outline pp 3PL/2020/0082/O. – No objections

3PL/2020/0857/LU – Attleborough: 15 Tantallon Drive – Erection of proposed single storey rear extension. (certificate of lawfulness) – No comments

APP/F2605/C/19/3243316 – Attleborough – Oak View Hypocrite Lane Wroo Road – Alleged breach Change of Use- Appeal start date: 18 August 2020 – All representations must be received by 29 September 2020 – No comments

3PL/2019/0097/D – Former Grampian Food Site Buckenham Road Attleborough – Reserved Matters for submission for proposed 165 homes, together with public open space & associated infrastructure following outline permission 3PL/2015/0546/O – No comments

3PL/2020/0855/O – Attleborough: Adj Meadow Cottage, Hillsend Lane – Two detached houses and garages – No comments

3PL/2020/0910/HOU – Attleborough: 88 Ollands Road – Single Storey Rear Extension – No comments

3OB/2020/0028/OB – Attleborough: Oak Trees Slough Lane – Application to modify Schedule 2.3 of 3PL/2020/0033/F- Not to offer the Open Space Land for transfer; Not to transfer the Open Space Land to Breckland or a management company but to retain it and maintain it; Not to pay an Open Space Maintenance Contribution – No comments

6 b)

Anne Willett

From: FREEMAN, George (2nd Mailbox) <george.freeman.2nd@parliament.uk>
Sent: 07 August 2020 13:44
To: FREEMAN, George (2nd Mailbox)
Subject: Planning Reform
Attachments: Planning for the Future Dear Colleague Letter.pdf

Afternoon,

Planning Reform

As you may have seen the Government has announced a major new planning reform to help accelerate infrastructure and housing delivery, and support post-Covid growth.

No longer being a Member of the Government I haven't had any advance sight of this, so am receiving and digesting it at the same time as you.

Given our shared interest and concern over planning - and the danger of Government 'speeding up planning' by simply giving more power to developers to ride roughshod over Elected local councils and Neighbourhood Plans - I thought you would appreciate immediate sight of it.

I'm keen to ensure key local interests are able to comment - and I'm keen to ensure your feedback is heard - so please do let me have any initial thoughts so I can feed in.

I attach:

- letter from the Secretary of State, MHCLG summarising the changes

- link to the MHCLG web page and documents: <https://www.gov.uk/government/news/launch-of-planning-for-the-future-consultation-to-reform-the-planning-system>

If you could let me have initial thoughts by end of Tuesday next week I will feed in on Wednesday next week.

Best,

Yours

George



George Freeman MP
MP for Mid Norfolk

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Follow on social media:

[@GeorgeFreemanMP](https://twitter.com/GeorgeFreemanMP)



Ministry of Housing,
Communities &
Local Government

Rt Hon Robert Jenrick MP
*Secretary of State for Housing, Communities and
Local Government*

**Ministry of Housing, Communities & Local
Government**

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2 Marsham Street
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SW1P 4DF

Tel: 0303 444 3450
Email: robert.jenrick@communities.gov.uk

www.gov.uk/mhclg

To all MPs in England

06 August 2020

Dear Colleague,

PLANNING FOR THE FUTURE

Our current planning system is complex and slow. It is a barrier to building homes which are affordable, where families want to raise children and build their lives. It takes an average of seven years to make a housing plan for an area and five years to get permission to build, often followed by the slow delivery of homes and the roads, schools, hospitals and other community infrastructure needed to support them.

The government's reforms since 2010 have started to address the underlying issues. The National Planning Policy Framework introduced in 2012 has greatly simplified the huge volumes of policy it replaced, we have localised the planning process, abolishing regional strategies and empowering local communities to plan for their areas through the introduction of neighbourhood planning, and our reforms to change-of-use rules have supported the delivery of over 50,000 new homes. Together, the changes we have made meant that last year we delivered over 241,000 homes, more new homes than at any point in the last 30 years, all while continuing to protect our environment, heritage and Green Belt.

However, a generational divide remains, where for many who are still trapped paying high rents and struggling to save for a deposit, home ownership seems like a dream which is increasingly out of reach. To recreate an ownership society in which more people have the security and dignity of a home of their own, we need a significantly simpler, faster and more predictable planning system. This is why I am today launching *Planning for the Future* which sets out proposals to facilitate a more diverse and competitive housing industry, in which smaller builders can thrive alongside the big players, where all pay a fair share of the costs of infrastructure and the affordable housing communities require and where planning permissions are more swiftly turned into homes. In summary, the proposals we are consulting on involve:

- **A new role and form for local plans** – plans will be based on three categories of land, that communities and developers will be able to engage with more easily because plans will be map-based and digitised, rather than running into hundreds of pages of documents;
- **A new 30-month statutory timetable for development of Local Plans** – the current process is inconsistent and takes seven years on average;
- **As part of the local plan, the principle of development will be agreed upfront for growth sites** – providing certainty and speeding up the process for getting on site;

6b)

- **A new binding housing requirement** – to ensure more homes can be built in the right places, while maintaining our commitment to enhance and protect the Green Belt;
- **A new, uniform flat-rate Infrastructure Levy** – consolidating existing developer contributions mechanisms to deliver the local infrastructure and affordable housing needed;
- **Encouraging more beautiful development and places** – including through ensuring development is in-keeping with the local aesthetic, preserves family homes and gardens, and a new fast-track to beauty to increase the standards of housing;
- **Modern, innovative uses of high streets and town centres** – to create great places that can adapt and thrive;
- **Ensuring that new homes meet our climate change and environmental objectives** – our ambition is that homes delivered under our new planning system do not require retrofitting.

We will be consulting on the proposals for 12 weeks. The full details of the consultation can be found at <https://www.gov.uk/government/consultations/planning-for-the-future>. I want to hear your views and those of your constituents – particularly those who do not normally respond to government consultations – on our proposals as we take them forward, and we will engage widely over the consultation period to make sure as many voices as possible are heard.

Alongside this, we are also today publishing:

- A consultation on short-term reforms to the current planning system, including a time limited exemption for small sites from affordable housing contributions specifically to assist SME builders during the post-COVID-19 economic recovery; changes to the assessment for local housing requirements; further details on First Homes; and increasing the threshold for Permission in Principle – available at <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>;
- The response to our recent consultation on the design and delivery of First Homes to support more people into home ownership, available at <https://www.gov.uk/government/consultations/first-homes>;
- A consultation on proposals to improve the transparency of contractual arrangements used to control land – available at <https://www.gov.uk/government/consultations/transparency-and-competition-a-call-for-evidence-on-data-on-land-control>.

The Minister of State for Housing, Christopher Pincher MP or I will be happy to meet with colleagues who would find it helpful to discuss the above proposals in more detail.



RT HON ROBERT JENRICK MP

As promised for those of you who haven't seen a copy yet, please find a link to the relevant government website page where you can find different versions of the Planning White Paper: <https://www.gov.uk/government/consultations/planning-for-the-future>

Below are the six proposals in the White Paper that specifically mention Neighbourhood Planning in the supporting text:

Page 30, Proposal 2: Development management policies established at national scale and an altered role for Local Plans.

Page 34, Proposal 5: Areas identified as Growth areas (suitable for substantial development) would automatically be granted outline planning permission for the principle of development, while automatic approvals would also be available for pre-established development types in other areas suitable for building.

Page 42, Proposal 9: Neighbourhood Plans should be retained as an important means of community input, and we will support communities to make better use of digital tools.

Page 48, Proposal 11: To make design expectations more visual and predictable, we will expect design guidance and codes to be prepared locally with community involvement, and ensure that codes are more binding on decisions about development.

Page 52, Proposal 14: We intend to introduce a fast-track for beauty through changes to national policy and legislation, to incentivise and accelerate high quality development which reflects local character and preferences.

Page 67, Proposal 22: More freedom could be given to local authorities over how they spend the Infrastructure Levy.

Also, I've attached a table with all the White paper questions in it, which may be useful if you want to respond to the White Paper (deadline Thurs 29th October).

Finally, there seems to be an interest to hold a Zoom meeting to discuss this, particularly on the Neighbourhood Planning elements. If you would like to join in please let me know by the end of the week, which times and dates you can't make between the 7th & 18th September.

Thanks
Susan