

8a)

Good Morning,

I have lived on Queens road just past Lidl for the last couple of years. During this time a school girl was ran over and there have been several near misses where cars go too fast. The lorries also thunder down the street and it rattles my house even with significant hedges in the garden. I often also hear and see people going well above the speed limit.

I am informed the Lidl junction is one of the most precarious in the town and the lollipop man is only there for the school periods.

I would like to propose the speed be reduced to 20mph until after Cyprus Road. This could also be extended for the whole one-way system. Traffic calming measures or a camera would also help slow the traffic in this densely used area.

How can this be put forward for discussion?

Many thanks

A resident  
Queens Road

99)



### Important Information

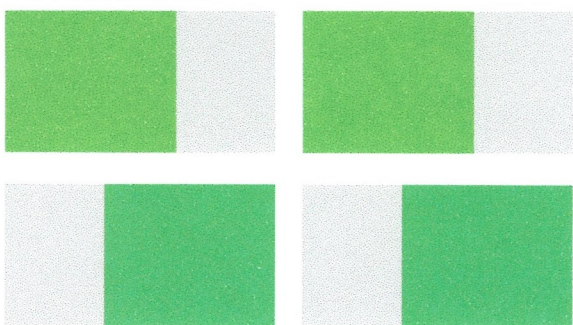
#### Coronavirus Update

For the latest news and updates on COVID-19, visit our dedicated page.

[Helpful Information & Links](#)

### What's On

### News & Recent Posts



### Council Responsibilities

## Who does what?

Your guide to local government services

**County Councils:** These are responsible for services across the whole of a county.

[Education](#) [Highways](#) [Housing](#) [Waste & Recycling](#) [Arts & Public Safety](#) [Council Care](#) [Libraries](#) [Roads](#) [Waste Management](#) [Planning](#) [Trading Standards](#) [Local Authorities](#) [Local Councils](#)

**District Councils:** These provide services to their individual district.

[Benefit](#) [Housing](#) [Licensing](#) [Welfare & Support](#) [Business Development](#) [Environmental Health](#) [Council Tax](#) [Waste & Recycling](#) [Planning Applications](#)

**Town & Parish Councils:** These manage a number of local issues.

[Councils](#) [Planning](#) [Housing](#) [Waste Management](#) [Libraries](#) [Council Care](#) [Roads](#) [Waste Management](#) [Planning](#) [Trading Standards](#) [Local Authorities](#) [Local Councils](#)

Attleborough Town Council Community Website Hub

Points that's residents feel important to feature as part of the town council website:

- What's going on in town for different groups of people
- Reports, information and contact details about clubs and groups
- A webcam in the centre of town – possible GDPR issue?
- Business directory
- A section for freedom of information requests, what has been asked and how they have been responded to
- Access to council documents and policies
- Sign posting to other services, to district or county on relevant points, useful links
- Audit Reports, planning permission notices
- Information on what services the TC provide – this could have solved with the graphic displaying parish/district/county services

Register tiered accounts

Thetford town council website!

Groups, businesses and events

For our council staff to be able to promote each event on the town council website would be a huge workload, and if there are any groups whose events are missed this could create ill feeling towards the council, for this firstly I recommend that a complete and comprehensive directory of businesses and groups be completed by the town council.

As part of the business directory, each business and group should be given their own profile on the website, this should include a picture (photo or logo) name, address, contact details, opening/operating hours plus other relevant information, currently information relating to COVID19 would be necessary. This information could often be subject to change and should be available for the business/group to edit their own profile. Creation of new business/group profiles for the directory will need to be done through the office. Both business and groups directories should be split into different categories allowing residents to browse and search, but also allow for key word searches.

General website points

**Home page**

The ATC websites home page has a lot going on with it, currently a pop up immediately appears giving information on the COVID19 crisis, this sort of full page pop up is possibly unnecessary, other than Dereham, no other town council website in Breckland has this, not even Breckland District council do, the information contained in this pop up could be streamlined down and contained in a pinned article to the top of the home page. No popup regarding cookies seems evident? Is this just my experience or could it be that our website currently does not meet GDPR.

The home page contains, a search bar at the top of the page, underneath this, a banner for Attleborough town council, next are several menu options (some of which are not functional) after this is a very large picture of the Attleborough sign, further menu option tabs site underneath the large picture, then history, contact and lastly the latest news. This whole page should be streamlined

to make it more user friendly; both sets of menu options to be streamlined and moved to the top of the page, adjacent to the search tab. The large picture of the Attleborough town sign combined with the town council banner is unnecessary in its current placement, causing the user to scroll further downward before reaching the content of the page, this could be removed altogether or used as a background for the page's content in the same way the Thetford town council page does, and again as with Thetford's the image will need to be made black and white as to not interfere with content.

Content wise the home page should only be one page, currently ours contains history, contact and news. The history section actually only describes the town council, and in terms of the functionality of the Town Council website is unnecessary and would be better suited elsewhere.

It is typical for many websites to include contact details at the bottom of every page, it does not need to feature as the main content for the home page.

The News section should be the first thing user of the website are greeted to on the Home page, this is prudent in many websites. The reason many people will visit a website (especially one they have visited before) will be to find out if anything has changed and what's new. Currently listed are the last 6 items, however if the News page was completely merged into the home page, users would be able to view further back without clicking for another page. However, the recent posts tabs on the right of the page might as well be removed as it only lists the latest 5 posts, less than what is actually displayed on the page.

### **CORONAVIRUS page**

Information contained under Coronavirus Support can all be placed into a document, and the same again with Useful links, all of these separate pages under the header of CORONAVIRUS can be condensed into one page with all of the separate documents being pinned to the top of the page above latest news regard COVID19. It is bad grammatical practise to capitalise whole words.

### **What's On**

A common concern that I have been met with is that residents do not feel aware of what is going on in town, Attleborough has a large number of groups, businesses and individuals that, pre-Covid held events. From regular weekly/monthly events to one offs so much happens in this town that residents aren't aware of.

An interactive online events planner (similar to the current events calendar) to be constructed with regular events that the council is already aware of (including town council events/meetings) as mentioned previously this task would be a huge under taking for our staff and so I recommend that this area of the website incorporates a level of user added content. As our town website/hub is for the community it should also be by the community, this would take away workload from our own staff and would allow users to promote their events more efficiently. However, any content would require moderation by the council, steps would have to be taken to prevent false events being created and events that could be created with the intent of put the vulnerable at harm. This could be combated by only allowing certified individuals of group's access to be able to add their own content to the event planner.

It would be beneficial for our residents if the events planner could be viewed in multiple ways; day/week/month with the inclusion of automatic day/week notifications to browser events could be promoted without the user searching or showing interest in specific events.

Anything else listed under the banner of What's on would either be part of the events planner or as part of the town directory.

### **Tenders**

Currently a dead link, merge to **Finance and Other Documents**

### **Vacancies**

Stay where it is

### **Town Hall Facilities**

Merged to **Open Spaces**.

### **Council Info**

Change heading to "Council". Under the council info heading are 5 subheadings. The first being Local Councillors, this page should show who is representing the residents, firstly there needs to be a photo of every councillor, new photos should be taken of every councillor, photo's need to form the same standard, and should have a photo taken in a decided location (the same for all, queen square on a bright day would be a good choice). Each councillor's profile should include details on how to contact, what committees they sit on, position within the council and a brief bio written by each councillor demonstrating their professions/specialised field and their back ground. District councillors for Attleborough whom are not member of Town council should also have profiles on this page to demonstrate our positive working relationship with Breckland.

The subheadings; Attleborough Tourist information and Attleborough Archives Office should be within the events planner. Policy download and Other downloads to be moved to **Finance and Other Documents**

The subheading and all content under **Meeting** to be moved under Council Info, all subheadings need to be updated to note which committees are no longer active and any new committees added. Each committee/meeting page should state who sits in them, all documents relating to each committee should be available from here, terms of reference etc. all minutes, papers and agendas should be available from one page for each committee, these can be categorised by date.

A sub heading of Council Info should be created, this page should be the place to both display what are the responsibilities of the town council, and its history. This would also be the place to display the graphic explaining responsibilities of different levels of local governance

### **Finance and Other Documents**

Rename as "Council Documents" this should be a complete database of any document available to view.

Currently the council uploads several documents including meeting agendas, minutes and press releases. These are accessible in chronological order of upload from the most recent when browsing this makes looking for certain documents difficult to find, as the minutes for a certain meeting will not ever be uploaded on that date and the list of documents appear messy and unorganised. A search bar allows for more specific documents to be found easily but this section could be streamlined further but making separate sections to view but month, or subject. What are the limits of documents does the council upload to its website? It could be argued that any public document should be viewable from the website. If users of the website were given tiered registrations this

could mean that every document the council owns could be uploaded, those that should only be viewed by councillors would only be accessible by councillors.

The council has received a large amount of freedom of information requests over the last, where possible when not contradicting confidentiality responses could be made public, this would reduce the chance of requests being duplicated. This would further prove the council's willingness to transparency. Part of the FOI section could also feature a form to submit FOI's.

### **Town Info**

A link to town hall facilities profile on the business directory should remain here, this is the perfect place for the town's history, although potentially this could be looked at for improvement with help with the heritage group and expanded to cover other areas of the town's history. The did you know subheading should be focused on the towns market, improvements to the page need to be made, better photos, and a focus on promoting availability of new stalls. Information on the church should be added to the history page. Business directory to be put under new heading **Community**. Traffic to include current information on road works, this could be in the form of a live interactive road map that would be able to toggle between current and future road works, included information on how long the road works expected to take, what work is being done and link to project information. other sub heading detailing information on vital services available should remain here, but could also be expanded on to include pages detailing the towns school and nurseries. Public transport information/time tables should also be included as well as the towns car parking.

### **Open Spaces**

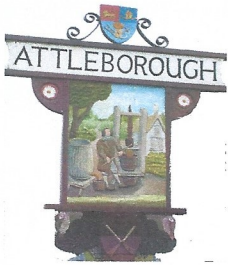
This section does not seem to actually promote our open spaces in any way, it is simply a place where documents (without much context) regarding some of our open spaces is hosted. This section needs a complete overhaul so that it actually does promote our open spaces. Documents should be under **Council Documents**

### **News**

This page will become the home page, a separate link will be redundant, remove

### **Neighbourhood plan**

As this is such an important part of our towns future this deserves its own section under the main menu, documents should already be part of **Council Documents** this section should be a link to the Committees profile.



10)

## Attleborough Heritage Group

c/o The Secretary  
Attleborough Heritage Group  
Alma House, Station Road  
Attleborough, NR17 2AS

[REDACTED]  
Town Hall  
Queen's Square  
Attleborough NR17 2AF

22 November 2020

Dear [REDACTED]

Thank you for agreeing to consider the matter of the former library and Asset of Community Value [ACV] at the December Town Council meeting.

This idea was raised by a group of local residents including a Town Councillor, a District Councillor and a County Councillor and briefly introduced at the November meeting.

As additional background information as enclose:

- The Booklet "Attleborough Library – the first sixty years" produced at the time of the library relocation to the Enterprise Centre.
- The Original consideration paper.
- A short history of the Town Hall produced by the Heritage Group

Kind regards,  
  
[REDACTED]

*Preserving Yesterday's and Today's Memories for Tomorrow*

Attleborough Heritage Centre, Attleborough Enterprise & Community Centre Attleborough,  
Church Street, Attleborough, Norfolk NR17 2AH  
Tel: 01953 455877 e-mail [info@attleboroughheritage.org.uk](mailto:info@attleboroughheritage.org.uk) [www.attleboroughheritage.org.uk](http://www.attleboroughheritage.org.uk)  
Open every Wednesday & Thursday from 09.30 until 15.30 and by special arrangement -

**Former Public Library [Norfolk County Council] Connaught Road Attleborough**

**Proposal by a community interest group of local residents and representatives for consideration by Attleborough Town Council [ATC] concerning the former library building and site on Connaught Road.**

This site consists of a unique and praised architectural period building within a rectangular site including garden areas, car parking and potential for extension and additional facilities. The library was built by Norfolk County Council [NCC] and its background and history is summarised in the attached note and the booklet published in 2019 at the time of the opening of the “new” library service within the Enterprise & Community Centre.

NCC did not raise any objection to the Attleborough Heritage Group [AHG] applying for and gaining Asset of Community Value [ACV] listing with Breckland District Council [BDC] in October 2019. NCC indicated that they did not expect to sell the site for some time and refitted the building for storage and archive use for themselves. In August 2020 NCC adjusted this approach and have confirmed their intention to realise the property.

A group of local residents have met together with town, district and county councillors to consider achieving appropriate community use for the benefit of Attleborough and to retain this iconic building and site.

This proposal would be for ATC to re-locate from the current Town Hall in Queens Square into the library Building and site which would be carefully and sympathetically refurbished and extended [subject to planning] to incorporate all that would reasonably be desired for an effective and prestigious Town Council offices and local authority centre.

The current town Hall premises, which are not considered fit for purpose by many, could be realised for refurbishment and acceptable alteration as part of the gem that is Queens Square.

No valuations, designs or ultimate investment cost is currently available but funding would , of course, be an important aspect of any such scheme and the gross budget might exceed £625,000 including some of the alterations, extensions and furnishment.

Public Works loans, section 106 contributions and net realisation funds from Queens Square may be available to apply to the project. Current borrowing rates might present a timely opportunity to arrange a serviceable capital loan programme.

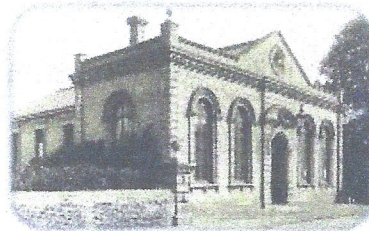
However, none of this detail can be considered without a great deal of due diligence and research. The design and financing modelling will be required but the opportunity may be short-lived as NCC looks to raise capital funds within its budget shortfall and the ACV status will only give 6 months to plan and raise support after the property is placed for sale.



## Timeline for Attleborough Town Council Premises

### TOWN HALL (Exchange Street - Corn Hall)

- '1912      The Corn Hall was being called the Town Hall.
- "1914      In August 1914 it was given to the Red Cross for use as an auxiliary military hospital.
- "1917-1937      Reverted to being the Town Hall.
- "1930s      Sold by the Town Council and became the town's cinema.



### COUNCIL OFFICES (High Street - Sainsburys)

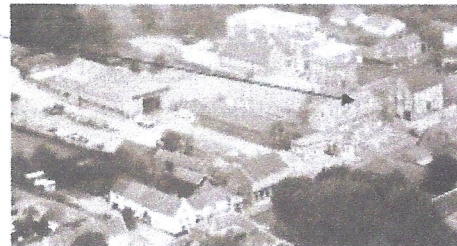


Inlosure map 1812 - Ann Sheldrake



Title Map 1838 - Robert Sheldrake

"Next what is now the Wayland Rural District Council Offices was a rather large country house, with the usual stables and sheds behind. I cannot say who it belonged to but I believe it was an old lady, and when it became empty, WRDC took it over and turned it into offices, during the last war it was the Food Office. It has since been enlarged and built on, a large Council Chamber being built on the back, also a bungalow for a caretaker."



- "1974      Wayland District Council becomes part of Breckland District Council.  
  
"Attleborough Parish/Town Council held its committee meetings at Messrs. Greenland Houchen, The Pines, 50 Connaught Road, when Robert C S Plumbly was Town Clerk. Full Town Council meetings were held in the Breckland District Council Chamber. (Sainsbury site)
- "1998      BDC office demolished to make way for Sainsburys. BDC amalgamated all offices and moved to Dereham.

## TOWN HALL (Queens Square)

<sup>ix</sup>1841-1865 John Marner, occupier - surgeon

<sup>x</sup>1871 Charles Wiles, occupier - surgeon

<sup>xi</sup>1881-1939 Post Office

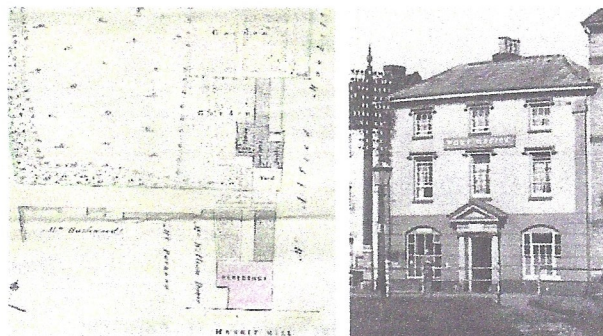
1947-1951 Briton Brush Factory

1960s Doric Restaurant - allegedly owned by the Kray Twins.

<sup>xii</sup>9<sup>th</sup> Feb 1984 Listed building

<sup>xiii</sup>Feb 1998 Attleborough Town Council acquired the listed building - photo from the AHG archive of the keys being handed to Adrian Stasiak on February 17<sup>th</sup> 1998.

<sup>xiv</sup>In 1998 Attleborough Town Council acquired and refurbished premises at Queens Square which now serves as the Attleborough Town Hall and Archive Room.



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<sup>i</sup> Kelly's Commercial Directory

<sup>ii</sup> Jackie Swain

<sup>iii</sup> Jackie Swain

<sup>iv</sup> Jackie Swain

<sup>v</sup> Alan Gardiner

<sup>vi</sup> [https://en.wikipedia.org/wiki/Wayland\\_Rural\\_District](https://en.wikipedia.org/wiki/Wayland_Rural_District)

<sup>vii</sup> John Williams

<sup>viii</sup> [https://sainsburyarchive.org.uk/catalogue/search/branch/ref/p1221-attleborough-high-street-1998-present-sainsburys-branch/view\\_as/list](https://sainsburyarchive.org.uk/catalogue/search/branch/ref/p1221-attleborough-high-street-1998-present-sainsburys-branch/view_as/list)

<sup>ix</sup> Ancestry

<sup>x</sup> Ancestry

<sup>xi</sup> Ancestry

<sup>xii</sup> <https://historicengland.org.uk/listing/the-list/list-entry/1342451>

<sup>xiii</sup> AHG

<sup>xiv</sup> <https://attleboroughtc.org.uk/#:~:text=In%201998%20Attleborough%20Town%20Council,Advice%20Bureat%20and%20Tourist%20Information.>

**ATTLEBOROUGH TOWN COUNCIL CHRISTMAS CLOSING**

Attleborough Town Council office will be closed during the Christmas period from Thursday 24<sup>th</sup> December 2020 at 12 noon and re-opens Monday 4<sup>th</sup> January 2021 10am. Emergency telephone number have been provided.

Public toilets will be closed during the Christmas period from Thursday 24<sup>th</sup> December 2020 at 12 noon and re-opens Tuesday 29 December 2020 at 10am. Closed Bank Holiday Friday 1<sup>st</sup> January 2021.

The main cemetery gates will be closed during the Christmas period from Thursday 24<sup>th</sup> December 2020 at 12 noon and re-open Monday 4<sup>th</sup> January 2021 at 10am

12)

**Subject:** Vaccine Rollout Volunteers

Hi

Last week I applied to become a Vaccine volunteer with the NHS. The application for a temporary volunteer role to be a Car Park Marshall or People Usher takes hours, supplying full job history, qualifications, courses attended, knowledge of Equal Opportunities and whether or not I had a criminal record which is probably the only relevant part of the whole process. This led me to thinking that in this area could we possibly put a team together to do this locally under the direction of ATC and our local Doctors Surgery. The application for Norfolk has to go through NHS Cambridgeshire but placed in Norfolk this is obviously a huge amount of work for any HR department to carry out so my rationale was any amount of help that can be given locally would relieve the amount of demand on the NHS machine. If you should bring this up at the Zoom meeting, please do not mention my name I am very much a back room person.

On a personal note I hope you and your family have a lovely Christmas and New Year and that ATC continues to thrive.