



## ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 – Email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

You are summoned to the Meeting of Attleborough Town Council  
To be held on Monday 6<sup>th</sup> September 2021 at 7.00pm

This meeting will be held at the Town Hall and live streamed via YouTube  
(the YouTube link will be posted on [www.attleboroughtc.org.uk](http://www.attleboroughtc.org.uk))  
Due to coronavirus, there will be a limited capacity for public attendance

Clr Philip Leslie  
31<sup>st</sup> August 2021  
Attleborough Town Mayor

## AGENDA

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

- 1 Mayors Welcome & Introduction of the New Town Clerk
- 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 Public Participation (10 Minutes)
- 5 Minutes of the Town Council meeting held on 2<sup>nd</sup> August 2021  
For acceptance and approval.
- 6 Homes England Presentation  
Community engagement in preparation for the first phase (1200 houses) on the Ptarmigan site.

## **7 Planning Matters**

- a) Planning Applications (Applications agreed and responses made) – for confirmation by members
- b) Planning Applications (Not due yet)  
3PL/2021/1191/F – ATTLEBOROUGH: Former Garden/Garage Driveway to Daglas House – The construction of a single storey one-bedroom dwelling with car parking on site, together with a private garden and the part demolition and rebuilding of a flint wall to Eden Lane.

## **8 Councillor Reports**

Town, District and County Councillors can give a brief report on relevant information.

## **9 Financial Matters**

- a) To authorise payments – for acceptance and approval
- b) To agree direct debits – for acceptance and approval
- c) To receive Income – for acceptance and approval
- d) Petty Cash payments – for information
- e) Income & Expenditure July 2021 – for information
- f) Quotations for Renewal of Health & Safety Retained Service Contract – for acceptance and approval

## **10 Correspondence**

- a) Matthews Homes – Streetlight Proposals at Grampian Food Site – for consideration
- b) Once Upon a Body – Charity Event Request to use Queens Square – for acceptance and approval
- c) Commonwealth War Graves Request to erect a memorial – for acceptance and approval
- d) The Queens Green Canopy - for consideration
- e) Bakeaholics Christmas Fayre & Christmas Grotto – for acceptance and approval

## **11 Standing Orders Review Committee**

- a) Standing Orders Review Committee Terms of Reference – for acceptance and approval
- b) Nominate and elect members of the Standing Orders Review Committee

## **12 Events & Communication Committee**

- a) Events & Communication Committee Terms of Reference – for acceptance and approval
- b) Nominate and elect members of the Events & Communication Committee

## **13 Emergency Committee**

Proposal to form an Emergency Committee – for consideration

## **14 SNAP (Local Police) Meeting Recommendation**

Cllrs Taylor & Smith proposal for Town Council to coordinate future meetings – for consideration

## **15 Any Other Items which the Chairman decides are urgent**

Items for discussion only

## **16 Public Participation (10 Minutes)**

## **17 Exclusion of Press & Public**

To pass a resolution excluding the press and public from the meeting given the sensitive nature of the business to be discussed.

## **18 Report on Potential Claim against Nicolas Hancox Solicitors**

Agree next steps for the Town Council's solicitor – for consideration

Expected Meeting Length is 2½ Hours



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#### Minutes of the meeting of the Attleborough Town Council Held on Monday, 2<sup>nd</sup> August 2021 at 7.00 pm Held at the Town Hall, Queens Square.

#### Present:

		Cllr P Leslie - presiding	
Cllr J Ellis	Cllr L Grave	Cllr J Francis	Cllr S Marsh
Cllr T Taylor	Cllr E Tyrer	Cllr A Westby	Cllr A Busk
Cllr D Lane	Cllr A Smith		

Public x 4

In attendance – Anne Willett – Clerks Assistant (minute taker)

**041.21) Mayors Welcome** – Cllr Leslie welcomed everyone to the meeting and said he had been at the well-attended event held on Queens Square on Saturday.

#### **042.21) Apologies for absence -**

Cllr Dale – Holiday

Cllr Montague – Unwell

Cllr Cousins – Unwell

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

**RESOLVED** - for an amendment to the apologies for absence

On the motion of Cllr Grave, seconded by Cllr Lane, it was

**RESOLVED** - to accept apologies for absence from Cllrs Dale, Montague, Cousins but not to accept apologies from Cllr Crouch

#### **043.21) Parish Poll Results –**

- Cllr Leslie announced 58 people had voted in favour for 1<sup>st</sup> Question and 48 people had voted in favour for 2<sup>nd</sup> Question. This represented significantly less than 1% of the population but if the Parish Poll had taken place when it was called the turnout would have been significantly higher. There is no legal obligation for the Council to act on the result.
- After a discussion each Cllr stated whether they would or would not resign and explained their reasons. It was felt that if the majority of Cllrs resigned, there was no certainty the four remaining Cllrs would resign as well. It was better for Cllrs to stay and carry on progressing the Council forward than have it revert back. People vote with their feet if they are unhappy, the low turnout possibly meant residents were happy with the way the Council has progressed.
- Cllr Taylor stated Question 2 of the Poll reflected the Town was still unhappy and needed to be acknowledged and with the amount of public money spent there needed to be some level of accountability. It would be lawful for the Council to consider a Standards Complaint against those members that are accountable and a draft should be brought to the next meeting.

- On the first question Cllrs personal comments had been an indicative vote and no further proposal needed. On the second question Cllrs would review the Investigation Reports and Judicial Review.  
On the motion of Cllr Taylor, seconded by Cllr Grave, it was  
**RESOLVED** - No later than October meeting a Standards Complaint would be brought to the Council for consideration against those Cllrs who were in breach of the principles, on basis of information of the Judicial Review. A draft would be forwarded to Cllrs to give them sufficient time to read before meeting.  
**ACTION: PL**

**044.21) Declarations of Interest**

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

Cllr Tyrer – Item 11 – Poppy Appeal use of Queens Square

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

None received

**045.21) Public Participation - Resident's Questions**

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

**046.21) Minutes of the Town Council meeting held on 5<sup>th</sup> July 2021**

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

**RESOLVED** to accept the minutes of the meeting of the Town Council meeting held 5<sup>th</sup> July 2021.

**047.21) Planning Matters–**

**a) Planning Applications –**

On the motion of Cllr Lane, seconded by Cllr Marsh, it was

**RESOLVED** to approve and accept the following recommendations already agreed and submitted prior to meeting.

**b) Planning Applications**

**3PL/2021/1063/HOU – ATTLEBOROUGH: 40 Cedar Drive Attleborough** - Single storey side extension to dwelling – No objections

**3PL/2021/0825/F – ATTLEBOROUGH: Deopham Road Attleborough** – Change of use of fenced pasture area to a secure dog exercise paddock, parking and fencing for use by members of the public on a booking system – No objections

**3OB/2021/0034/OB – ATTLEBOROUGH: Former Grampian Food Site Buckenham Road** – Application to modify the planning obligation 3PL/2015/0546/O Removal of the financial contribution noted in Schedule 2 accounting towards 15% of Affordable Housing Provision – If there is a reduction, more detail required as to why. With a 15% reduction benefit to developer, what was S106? Will there be any pro rata benefit to the community?

**3PL/2021/1068/F – ATTLEBOROUGH: Still Waters Long Street** – Replacement Dwelling & new garage – No objections

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

**RESOLVED** – No objections on 1<sup>st</sup>, 2<sup>nd</sup> and last one, comments as made on Former Grampian Food Site.

**ACTION: PL**

**3CM/2021/0013/CM – ATTLEBOROUGH: Anglian Demolition & Asbestos Anglian Business Centre West Carr Road –**

On the motion of Cllr Leslie, seconded by Cllr Westby, it was,  
**RESOLVED** – Cllr Leslie & Cllr Tyrer to correspond with Gt Ellingham and other neighbouring Parish Councils to find out more information and report back

**ACTION: PL/ET**

**048.21) Councillor Reports**

- Cllr Taylor and Cllr Smith had attended a SNAP meeting; this was followed by Cllr Taylor meeting with PC Andy London and other officers. The incidences of vandalism and anti-social behaviour were discussed.
- It is imperative all incidences are reported to the police, they had only received approx. 25% of cases and this didn't reflect a true picture of the amount of vandalism taking place in the Town.
- Grosvenor Park, London Road was particularly bad, there is a need for multi agencies becoming involved and not just the police. SNAP minutes are no longer produced updates are given at meetings. Communication and Partnership approach key. It was suggested an agenda item next month for SNAP meetings, Cllr Taylor and Cllr Smith to prepare the proposal.

**ACTION:TT/AS**

**049.21) Financial Matters**

**a) To authorise payments –**

On the motion of Cllr Lane, seconded by Cllr Smith, it was  
**RESOLVED** to accept and approve the following payment list dated 2 August 2021 Total £5,506.22

**b) To agree direct debits –**

On the motion of Cllr Westby, seconded by Cllr Francis, it was  
**RESOLVED** to approve and accept the direct debit list dated August 2021  
Total £24,751.37

**c) To receive Income –**

On the motion of Cllr Taylor, seconded by Cllr Lane, it was  
**RESOLVED** to approve and accept the income list for July 2021  
Total £22,154.13

**d) Petty Cash payments – Noted for information**

**050.21) Correspondence**

**a) Cllr Lane proposal to use Town Hall for Book Sale –**

On the motion of Cllr Taylor, seconded by Cllr Grave, it was  
**RESOLVED** – an amendment to the proposal to approve six members who volunteered to form a working group.

On the motion of Cllr Lane, seconded by Cllr Marsh, it was  
**RESOLVED** – to accept and approve use of Town Hall for Book Sale.

**b) Town Trails –**

Cllr Lane outlined her proposal which had included speaking with the Heritage Group who already had some Trails. Cllr Leslie invited Cliff Amos to speak who explained the idea had originally been Attleborough Partnership in conjunction with Town Council but for several reasons never progressed. The heritage Group was set up resulting in booklets being produced and over 1,000 sold.

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

**RESOLVED** - to set up an Events Sub Committee with Terms of Reference ready for September Council meeting.

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

**RESOLVED** – to set up a Working Group to start project, then get help & advice from the Community and have two Trails available by end of September.

**ACTION: DL/TT**

On Cllr Taylor's suggestion, Cllr Leslie asked that it be noted in the minutes that in future any proposal from Cllrs become an agenda item in their own right

**c) Queens Square & the Community –**

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

**RESOLVED** – the Town Council explore the covenants on Queens Square and if appropriate hand to the new sub-committee to assist in creating a proposal for change.

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

**RESOLVED** – we accept in principle the proposals in 10c) providing due diligence is carried out beforehand.

**d) Platinum Jubilee Celebrations 2022 –**

On the motion of Cllr Lane, seconded by Cllr Grave, it was

**RESOLVED** – this will be assigned to the new Events sub-committee but in the meantime start to prepare and make enquiries.

**ACTION: DL**

Cllr Leslie changed Order of Business for Item 10g)

**g) Tennis Court proposal –**

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

**RESOLVED** – to make an amendment that in principle we agree the proposal on the reception of two alternative quotes to get best value for the Council.

On the motion of Cllr Francis, seconded by Cllr Grave, it was

**RESOLVED** - to accept and approve both proposals with amendment

**ACTION: JF**

**e) Resident concerns regarding health & Safety issues –**

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

**RESOLVED** - to obtain resident's permission to forward their letter to Norfolk County Council, Highways and state we support resident's comments

**f) 1<sup>st</sup> Attleborough Scout Group to plant trees for Queen's Canopy –**

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

**RESOLVED** – Gaymers Meadow would be a suitable site

**051.21) Any other items which the Chairman decides are urgent**

- Standing Orders will be ready for Policy Sub-Committee in September

Cllr Tyrer left the meeting for the following item

- Request from Poppy Appeal to use Queens Square in September to hold "recruitment drive" to sign up collectors for this year's Poppy Appeal.

On the motion of Cllr Leslie, seconded by Cllr Ellis, it was  
**RESOLVED** – to discuss this item

On the motion of Cllr Leslie, seconded by Cllr Westby, it was  
**RESOLVED** – to approve and accept Poppy Appeal request.

**052.21) Public Participation (10 Minutes)**

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

Meeting closed 9.40pm

**Public Participation 1<sup>st</sup> Section**

- A resident commented there had been a lot of damage caused to the Council in the past, but the four new Cllrs that had been elected showed the potential out there. There was a need to remove the dead wood that should have been removed a long time ago.

**Public Participation 2<sup>nd</sup> Section**

- Resident wanted to clarify he wasn't being critical of the Town Council when he spoke regarding the Town Trail. Also he had been the resident contact for Gaymers Meadow and had been responsible for clearing the orchard, taking all the trees out but left some trees for historic reasons.
- Resident queried newsletter but no update at the moment.



**Planning Applications received to-date**

**3PL/2021/1136/HOU – ATTLEBOROUGH: 158 Ollands Road** – Single storey extension to the front of the house & to render the front of the house – No objections provided the neighbours at Ollands Road are happy as the proposed front extension will likely have an impact on them.

**3PL/2021/1014/F – ATTLEBOROUGH: The Hideout Queens Square** – Erection of awning to front of café to allow for outside dining – No objections

76)

**From:** planning@breckland.gov.uk  
**Sent:** 24 August 2021 17:04  
**To:** Attleborough Enquiries  
**Subject:** Planning Consultation PC 3PL/2021/1191/F

**CONSULTATION - FULL**

**REFERENCE:** 3PL/2021/1191/F

**PROPOSAL:** The construction of a single storey one bedroom dwelling with car parking on site, together with a private garden and the part demolition and rebuilding of a flint wall to Eden Lane.

**LOCATION:** ATTLEBOROUGH: Former Garden/Garage Driveway to Daglas House

**APPLICANT:** Mr Adrian Stasiak

I am writing to advise you that I have received an application for the above proposal and would welcome any observations you may wish to make. [Click here to view the application documents](#)

To help us provide a more efficient service, please [Register your comments here](#)

**PLEASE NOTE: During the Covid-19 crisis we will not be able to accept any postal representations on planning applications. All representations must be made either online on the Breckland website at:**

<https://www.breckland.gov.uk/planning> or by email to [planning@breckland.gov.uk](mailto:planning@breckland.gov.uk)

Any comments that the Town/Parish Council may wish to make should be received by **15th September 2021**. If you require any further assistance, please contact the Technical Support Team on 01362 656870.

Should the application require determination by the Planning Committee, a representative of the Town/Parish Council may speak at the meeting if your members consider it necessary.

[B]Please note - When receiving the planning application consultation email, please remove the live link (in blue) before replying or forwarding the email to a third party. This link gives anyone you forward it to the ability to submit comments on behalf of your Parish Council. The live link has the Parish Council's details embedded into it, and must remain in your control only.[]

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## Report to Councillors – September 2021.

### **Book Sale.**

Contributions are starting to come in.

Date has been confirmed on social media and via posters.

### **Town Trials.**

Community have responded well to the suggestion.

Contact has been made with some local groups with specific interest in trials.

First trials should go live within a couple of weeks.

### **Queen's Square and the Community.**

- Produce Stall – Ongoing discussions with Breckland via the Food Safety Leader and others to ensure both the Town Council and the Public can operate the stall in a legal and safe manner.
- Covenant is being investigated to examine its exact terms. (PL)
- Market Stalls for Community use – ANP are working on a new initiative to encourage more local participation. (ET TT)
- Advice Sheet for requesting use of Council owned open areas – This will be put together with the help of the new clerk.

### **Platinum Jubilee.**

Schools approached to help design an emblem for the Town Council to use on all publicity surrounding the Jubilee.

Meeting to be held during September for all Clubs, Groups and members of the public to discuss in more detail plans for the town.

### **Great Big Green Week 18-26 September.**

Community Clear Up day to take place on Sunday 26<sup>th</sup> September with the help of The Trash Tribe and The Bloomers. Public to be invited along to help.

Debbie Lane. September 2021