



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

Minutes of the meeting of the Attleborough Town Council

Held on Monday, 6th February 2023 at 7.00 pm

Held at the Town Hall, Queens Square.

Present:

Cllr P Leslie - presiding

Cllr D Lane Cllr A Smith Cllr V Dale Cllr S Mackinnon Cllr A Busk
Cllr T Taylor Cllr D De Souza Cllr K Montague Cllr E Tyrer
Cllr R Bond Cllr R Redfern (Arr. 7.15pm) Cllr P Wenham Cllr A Westby

In attendance – Michelle Barron – Town Clerk

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

Caroline Bidewell, Placemaking & Partnerships Manager, Breckland Council, Emma Crampton, Breckland Council, Dist. Cllr Ashby, Public x 6

153.22) Mayors Welcome – Opened the meeting, welcomed guests and thanked them for attending

154.22) Apologies for absence –

Cllr Ellis

155.22) Declarations of Interest

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

Cllr Westby – Item 8a

Cllr Taylor – Item 12, Item 15, Item 17

Cllr Wenham – Item 12

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

None received

156.22) Future Breckland Town Delivery Plan -

Caroline Bidewell introduced herself explaining they were a new team responsible for the delivery of the District Placemaking ambition, a huge amount of work has already taken place led by Emma who will now explain the work that has been involved. Emma went into great detail and reiterated the final document had been adopted by their own Cabinet. Firstly, Integrated Attleborough, making sure the old and the new Town does not become separate, cycling, walking was looked at and crossing over the railway line which was the real divide between old and new, improving footways along Station Road, delivering some pocket parks between London Road and A11, South West of Attleborough and looking to deliver second stage of link road for phase 2 of Attleborough SUE development . Secondly Commercial Attleborough, looking at developing National Rail buildings by Attleborough train station into

an office hub with 5G superfast Broadband, looking at a new public space adjacent to the station with potentially new retail units and also looking at a new commercial development between London Road and A11 Breckland Lodge area. Thirdly Connected Attleborough looking at cycling and walking links and key employment areas particularly at Snetterton, Wymondham and Hethel, repairing and integrating existing cycle ways and improve cycle crossings over A11 especially B1107 by West Carr Road. Lastly Engaged Attleborough looking at 3D football pitch and a new Youth Club as part of a wider development at old brush factory, making improvements to existing recreational sights by providing flood lights and training facilities and lots of further improvements in the Town. There is a long-term endorsement to support vocational and technical offers for 16-19-year-old potential site old brush factory. Emma then handed back to Caroline for information on Governance. A shared delivery plan being put in place key to that is the future Breckland Board which will oversee the Breckland prospectus. There will be a mixed stakeholder group which will pool their resources together in order to make things happen. We hope there will be an Attleborough Partnership and keen to recruit a post in the next couple of months. As mentioned the final Plan has been adopted by Cabinet and we are going to each of the market Towns so far Dereham, Swaffham and Watton have agreed. There followed a question and Answer section. Cllr Leslie informed members the Future Breckland Town Delivery Plan would be an agenda item for the ATC Extraordinary meeting being held on Monday 13th February 2023 for resolution.

157.22) Public Participation –

RESOLVED that the meeting be adjourned to allow the Public to speak – see notes attached

158.22) Minutes of the Town Council meeting held on 9th January 2023

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

RESOLVED – to accept and approve with the following amendment **Min 145.22 Councillors Report** add ‘Bloomers’ carried out the litter picking at Decoy Common and planting at Queens Square

Minutes of the Town Council Extraordinary meeting held on 23rd January 2023

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

RESOLVED – to accept and approve with the following amendment **Min 156.22 Precept** ‘Budget has not been changed or been reduced’.

ACTION: TOWN CLERK

159.22) Planning Matters

a) Planning Applications –

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

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

b) Planning Applications (Not due yet)

3PL/2023/0016/VAR – ATTLEBOROUGH: Former Garden/Garage Driveway to Daglas House – Variation of Conditions 2 & 3 on 3PL/2021/1191/F – Changes to roof construction material. Additional area to extend the dwelling footprint to be able to incorporate an additional bedroom & inclusion of a new window to front elevation – No objections.

3PL/2022/0904/O – ATTLEBOROUGH: Dorengo, Carvers Lane – Outline Planning Permission required for Residential Development – No objections

3PL/2023/0057/VAR – ATTLEBOROUGH: Land Located on West Carr Road – Variation of Condition No 2 on 3PL/2021/1246/F – Bat boxes to be added to side elevations of House Types A & B with minor repositioning to the windows. Roof above master suite, above

carport, on House Type B will be redesigned with skylights, roof angles & heights – No objections.

3PL/2023/0065/O – ATTLEBOROUGH: Land Adjacent to Rosecroft Primary School London Road – Outline planning application for the erection of 8 dwellings & associated works with all matters reserved, except access – we have concerns, this area has significant problems already with unresolved traffic issues.

3PL/2023/0043/VAR – ATTLEBOROUGH: Hill Common Farm Edwards Hill Common – Variation of Condition 2 on 3PL/2019/0993/F – Relocation of cart shed & discharge of conditions 4, 10 & 12 – No objections

On the motion of Cllr De Souza, seconded by Cllr Montague, it was

RESOLVED - to accept and approve the above comments

ACTION: TOWN CLERK

Cllr Westby leaves the meeting

160.22) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated 6 February 2023

Total £24,404.14

Cllr Westby returns to meeting

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated February 2023

Total £32,025.08

c) To receive Income –

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

RESOLVED to approve and accept the income list for January 2023

Total £32,841.34

d) Petty cash – Noted for information

e) Income & Expenditure December 2022 – Noted for information

f) Appointment of Internal Auditor – On the motion of Cllr Dale, seconded by Cllr Lane, it was, **RESOLVED** – to accept and approve to appoint Kerry Butcher Accountancy as Internal Auditor

ACTION: TOWN CLERK

161.22) London Road Play Area – Additional Fencing Quotation –

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

RESOLVED – to accept and approve Option 2, 1.2m @ £9,251.25

ACTION: TOWN CLERK

162.22) Recording of meetings: -

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

RESOLVED – to upload in the same time scale as for minutes 10 working days.

ACTION: TOWN CLERK

163.22) Jubilee Woodland -

a) To agree next steps and funding options.

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

RESOLVED – to support this as a Town Council

b) To form a working group or sub-committee for this project.

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

RESOLVED – for the Clerk to put together Terms of Reference for approval and acceptance at next ATC meeting as Sub Committee to involve Sub Groups.

ACTION: TOWN CLERK

164.22) Process for Voluntary Groups working on council land – To create a process/policy of coordination/co-operation and to mitigate risk.

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

RESOLVED – to take to SORC March meeting as an overriding brief use as a guide.

ACTION: TOWN CLERK

165.22) Policies –

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

RESOLVED – to accept all amendments.

Amend Standing Orders to read 2023. Grants Award Policy to come back to SORC to consider grants over £1,000 in the policy.

ACTION: TOWN CLERK

166.22) Wheel/Skate Park –

Management of gate closure and time restrictions – short term electronic lock on gate – long term look at planning, contact Enforcement Officer. Contact North Walsham to discuss how they manage theirs. Open communications with potential user group. Explore Planning restrictions and various options for the future.

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

RESOLVED – to open Wheel Park immediately as a soft start to official launch, give authorisation to the Clerk to work on a solution, probably an electronic one, as well as look at possible alternative conditions placed on the site now that it has significantly changed.

ACTION: TOWN CLERK

167.22) Attleborough Christmas Lights –

Cllr Leslie informed members considering the amount of money spent by the Council over the years it would be remiss not to include this as part of the root and branch review of the Council operations. It was established we are not here to comment on the Light Committee. The conclusion of the report stated ownership of the lights needs to be established, the Clerk read out part of an email correspondence stating it has been confirmed to ATC the lights, looms and all material possession pertaining to the lights are solely owned by the Christmas Lights Committee. Second point spending over £340,000 could be construed as not best use of public funds especially as we are now going through a Cost of Living Crisis. Third point the Grant Award process is now going to another Committee. The Clerk stated for transparency that it was only fair to advise the Christmas Light Committee of the agenda item and after contacting them they said they would be returning £4,000 to ATC but nothing had been received to date. Cllr Taylor stated whatever the Council decides there is always going to be overheads in this that you do not get a material asset for i.e. putting up and taking down, testing lights, emergency call outs so looking at significant sums of money. There was a lengthy debate over the best way forward, it was suggested to invite the Christmas Light Committee to a meeting to discuss concerns and issues, review and bring back to Council. If ATC were to provide Christmas Lights themselves it was estimated approx. costs for first year £16,000 ongoing costs, year on year costs would reduce approx. by half.

On the motion of Cllr Lane, seconded by Cllr Smith, the following resolutions were made
Resolution – Option 1 - for a Council Christmas Light Committee to be set up to work with existing Christmas Lights Committee to address Councils concerns and explore options.

On the motion of Cllr Tyrer, seconded by Cllr De Souza, it was

Resolution – Option 2 – to set up informal Council meetings with Christmas Lights Committee to raise and address concerns regarding the money it donates.

A recorded vote was taken

Option 1 - Cllr Smith, Cllr Mackinnon, Cllr Montague, Cllr Busk, Cllr Lane, Cllr Westby in favour

Option 2 - Cllr Wenham, Cllr De Souza, Cllr Tyrer, Cllr Bond in favour

Abstained Cllr Taylor, Cllr Dale, Cllr Leslie, Cllr Redfern

RESOLVED - Cllr Lane motion Option 1 carried 6 to 4

Clerk to provide Terms of Reference for this Committee to go to next Full Council meeting

ACTION: TOWN CLERK

168.22) Councillors Reports – None received

Apologies from Dist. Cllr Martin noted

169.22 Outstanding Settlement Agreement Matter –

Cllr Taylor informed members first project just waiting to find who the landowner is

Second one waiting to obtain a venue

Third project would be identified at the next ATC meeting under Councillor Reports

170.22) Decoy Common Bonfires -

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

RESOLVED – As a Council we do not want to set fires on Council land to dispose of waste, authorise Clerk to explore alternative options.

ACTION: TOWN CLERK

171.22) Correspondence

a) Decoy Common burning green waste – Respond to resident informing them of resolution

b) Rosecroft School Parking – Raise with Norfolk County Council Highways

c) Correspondence from George Freeman MP's constituent – Cllr Taylor will assist Clerk to reply The Lighthouse is a new are for the Community.

ACTION: TOWN CLERK

172.22) Public Participation (10 Minutes) –

RESOLVED that the meeting be adjourned to allow the Public to speak – see notes attached

173.22) Any other items which the Chairman decides are urgent – None

174.22) Exclusion of Press & Public

On the motion of Cllr Leslie, seconded by Cllr De Souza, it was

RESOLVED - to pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

Cllr Tyrer and Cllr Taylor left the meeting and did not return

175.22 Employment of Town Council Solicitors –

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

RESOLVED - After completion of the current engagement we will no longer be engaging with that firm, any future firms appointed must not have any conflict of interest or perception of conflict of interest.

176.22) To discuss safeguards for staff and councillors –

In the interests of safeguarding officers and Councillors

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

RESOLVED - that we reinforce the necessity for the Member Officer Protocol to be adhered to, organise additional training on this matter for after the election and allow related issues to be referred to the Personnel Committee.

Meeting closed 10.25pm

Public Participation 1st Session

- Member of public thought You Tube meetings should continue. Also interested in skatepark.
- Cllr Dale put forward a request from a member of public for seats with some form of shelter at bus stops near Rosecroft school
- This has been a previous agenda item. Contact Highways to follow this up and report back to Environment Committee.
- Four residents had concerns about no Tourist Information Centre in Attleborough
- The Clerk reported enquiries had been made with the Library to see if they would be willing to accept leaflets pertaining to Tourist Information but the response was they would need payment. The TIC office in the Town Hall was used mainly for Community Car Scheme and the volunteers confirmed they received hardly any enquiries and many leaflets were out of date as far back as 2007. We will revisit the Library again. Norwich Tourist Information Centre closed two years ago. We may be able to use BT Hub for bus timetables.

Public Participation 2nd Session

- It was queried if CCTV was being installed before Wheel Park opened
- CCTV installation had been chased
- How does Council plan to adhere to Planning enforcement regarding opening hours until electronic gate in place?
- This has already been discussed during meeting
- It was suggested gates should not be locked until electronic lock in place
- The gates won't be locked