



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
Held on Monday 2nd October 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr E Tyrer - presiding

Cllr S Taylor Cllr V Dale Cllr J Taylor Cllr S Fraser Cllr S Mackinnon Cllr P Leslie
Cllr T Ashby Cllr R Bond Cllr A Westby Cllr D DeSouza Cllr T Taylor Cllr P Wenham

In attendance – Sharon Smyth – Locum Clerk

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

Public x 9

097.23) Welcome – Cllr Tyrer welcomed everyone to the meeting and thanked all for taking an interest

098.23) Apologies for absence –

Cllr J Ellis

Cllr D Lane

099.23) Declarations of Interest

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

Cllr S Taylor – Item 6

Cllr T Ashby – Item 19a

Cllr V Dale – Item 7c

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

None received

100.23) Public Participation –

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

101.23) Minutes of the Town Council meeting held on 4th September 2023 –

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

RESOLVED – to accept and approve the minutes of the Town Council meeting held on 4th September 2023.

a) Minutes of the Extraordinary meeting held on 18th September 2023

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

RESOLVED – to accept and approve the minutes of the Town Council Extraordinary meeting held on 18th September 2023.

ACTION: TOWN CLERK

102.23) Planning Matters

a) Planning Applications (Applications agreed and responses made) –

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

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

Cllr T Taylor abstained

b) Planning Applications (Not due yet) –

3PL/2023/0911/F – ATTLEBOROUGH: Corner Farm West Carr Road – Change of use of land to domestic use for installation of 30 no. ground mounted array sited 415w PV panels. 5kw batteries to store excess energy sited & installed in garage roof space - No objections.

3PL/2023/0914/VAR – ATTLEBOROUGH: Cakes Hill Barn Ellingham Road – Variation of Condition No 6 on 3PL/2016/0166/F - Removal of agricultural occupancy condition – No objections

3PL/2023/0886/HOU – ATTLEBOROUGH: 3 Speckled Wood Close – Front entrance porch with cloakroom & single storey side lounge extension – No objections

3PL/2023/0930/LU – ATTLEBOROUGH: Oaks End, 54A Cyprus Road – Stationing of a log cabin mobile home within residential garden for ancillary use- certificate of lawfulness – proposed use – No objections.

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

RESOLVED – approve the above comments for planning responses

ACTION: TOWN CLERK

Cllrs T Taylor & S Taylor abstained

103.23) Financial Matters

a) To authorise payments –

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

RESOLVED to accept and approve the following payment list dated October 2023

Total 7,431.96

b) To agree direct debits –

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

RESOLVED to approve and accept the direct debit list dated October 2023 Total £26,202.46

Cllr Dale leaves the meeting

c) To receive Income –

On the motion of Cllr Bond, seconded by Cllr T Taylor, it was

RESOLVED to approve and accept the income list for September 2023 Total £22,480.58

Cllr Dale returns to the meeting

d) Petty cash – Noted for information

e) Income & Expenditure August 2023 – Noted for information

f) Completion of Audit 2022-23 & External Auditors Report

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

RESOLVED – to accept Completion of Audit 2022-23 & External Auditors Report

ACTION: TOWN CLERK

104.23) Planning & Highways Committee

a) Terms of Reference

On the motion of Cllr T Taylor, seconded by Cllr Leslie, it was **RESOLVED** to accept Terms of Reference with the amendment to meet on the 1st and 3rd Monday of each month

On the motion of Cllr Tyrer, seconded by Cllr T Taylor, it was **RESOLVED** that members elected to this committee take part in training as mandatory

b) Elect Committee Members

On the motion of Cllr T Taylor, seconded by Cllr De Souza, it was **RESOLVED** to elect Cllrs Westby, Bond, Mackinnon, Leslie, Dale and Tyrer as members of the Planning & Highways Committee

ACTION: TOWN CLERK

105.23) Land at London Road, Attleborough –

Cllrs discussed the sale of land and how disappointing it was that Norfolk County Council had chosen to sell looking for financial gain resulting in loss of opportunity to expand the school and other suitable community purposes.

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

RESOLVED not in favour and the Town Council should support the objections already made for NCC selling the land

ACTION: TOWN CLERK

106.23) Attleborough SUE Street Lighting Arrangements -

Cllr T Taylor had attended a meeting where no one wanted to accept responsibility, there will be more information available soon regarding costs so unable to make a decision tonight.

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

RESOLVED – defer to Planning & Highways Committee meeting

ACTION: TOWN CLERK

107.23) Jubilee Wood Update on Investigation as to the Development of Project –

Cllr T Taylor gave an update the S106 agreement requires the land identified for Jubilee Wood to be used by Allotment and cemetery, so to progress and deliver the project needs to be varied although known for a while has not been progressed. We need to obtain developers agreement to use the land and ask them to submit the variation of obligation. Once agreed by local planning authority, submit a written request for land transfer, they will offer us the land for £1, we accept transfer within 3 months. A meeting has been arranged for 19th October 2023 with the LPA and the developer and Cllr T Taylor and/or Sharon will report back. The S106 money stipulates it has to be spent or a contractor appointed within 12 months this hasn't happened and due to expire late January 2024 a formal request for an extension has been made and as long as seen to be progressing should be granted.

On the motion of Cllr Tyrer, seconded by Cllr S Taylor, it was

RESOLVED to obtain 3 quotes for a topographical survey for the whole site shown in pink, blue, yellow and green on map and also obtain 3 quotes for ground conditions.

ACTION: TOWN CLERK

108.23) Request from A Little More Kindness –

On the motion of Cllr T Taylor, seconded by Cllr Tyrer, it was,

RESOLVED to suspend standing orders

Two representatives from A Little More Kindness explained to members what their group offers to those in the community who need help and due to the present economic climate, their work has become invaluable and are now looking for a more permanent base where they can help many more people. Breckland Council have approached them and put them in touch with Nourishing Norfolk to expand their hub to a subsidised Community food hub.

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

RESOLVED to agree to engage with ALMK and Breckland Council to all work together to provide a solution.

Cllr Tyrer asked ALMK to contact Sharon to discuss details.

109.23) Councillors Reports

Cllr T Taylor reported the Cllr Surgery that took place on Saturday had received plenty of feedback, anti-social behaviour, Banham foul odour, Car Parking, Speeding, Bus Shelters to name a few. The next surgery being held on Saturday 2nd December 2023 9.30-11.30am in the Town Hall. The Local Plan Partial Update was submitted to the Secretary of State for Communities and Local Government for Independent Examination in November 2022. The appointed Planning Inspector held a Public Hearing on 18 April 2023. In her report (dated 29 August 2023) the Inspector confirmed that the Plan was sound and capable of adoption. The Partial Update amends Policy INF 03 and paragraph 8.22 of the Breckland Council Local Plan and applies to the administrative area of Breckland up to 2036. All information is available on the Breckland Council website.

- Cllr Ashby informed members the Councils Grounds staff had been two members of staff down but after a good response two new members of staff had been recruited to the team.
- Cllr S Taylor had attended a Market Town Initiative meeting and a Scrutiny meeting which looked into how Breckland Council operate. Also attended a meeting with four key stakeholders for the provision of future healthcare. Received correspondence from George Freeman MP looking into a Community Banking Hub but after a review it was found it was not necessary to provide any additional cash facilities in Attleborough. The Towns cash facilities frequently run out of money, most recently on a Friday evening the start of a weekend. It would be an idea for the Town Council to make representation to Sainsburys and Nationwide to provide more cash machines.
- Cllr Mackinnon reported she was part of a team that participated at a Quiz night organised by The Light House and their team won

110.23) Correspondence -

a) Norfolk Playing Fields Association -

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

RESOLVED – we support in principle, we acknowledge and support where we can

b) Residents Safety Concerns Blackthorn Road

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

RESOLVED – we support in principle and will make representation to NCC Highways for them to provide a report explaining why if no action being taken.

c) Building Development on Carvers Lane, Attleborough

Cllr T Taylor had received an additional complaint regarding bollards that had been installed which still allow motorbikes through, so suggest a request to contractor to provide relevant signage. Also suggested resident to contact contractor and Attleborough Town Council would as well.

d) Concerns Regarding Wheel Park

Anti-Social behaviour report to SNAP meetings and forward email to Beat Managers. Town Clerk to contact and chase contractor to see what action being taken.

e) Former Library Connaught Rd – Registered as an Asset of Community Value ACV

Cllr S Taylor stated it is really important that we keep this as a Community Asset

On the motion of Cllr S Taylor, seconded by Cllr Ashby, it was

RESOLVED – when this Community Asset expires ATC extends it

f) Requests From ATFC

- **Request regarding Dead Man's Hut/laying the membrane**

After a discussion there were several queries regarding these requests including the lease

On the motion of Cllr T Taylor, seconded by Cllr Dale it was, **RESOLVED** to suspend Standing Orders

Representative from ATFC outlined details of the requests but Cllr Tyrer suggested deferring this item as more information was needed and a meeting would be arranged with ATFC.

g) Request to install wooden bench in Attleborough Cemetery

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

RESOLVED – to accept request to install bench in the position recommended by Senior Groundsman.

ACTION: TOWN CLERK

111.23) Play Areas -Walk-About –

The Walk-About had been very useful and Cllr Tyrer thanked those Cllrs who had taken part.

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

RESOLVED – anything that needed to be actioned to be referred to the next Environment Committee meeting

ACTION: TOWN CLERK

112.23) Play Area Improvement and the associated application for S106 monies Ref: 3PL/2011/0398 £46,694.84

Cllr T Taylor led on this discussion informing members that as a result of the Walk-About there were two good options for the S106 money which has a deadline January 2024. Option 1 would be Lomond Road play area with match funding, Option 2 Norfolk Drive play area as a complete project.

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

RESOLVED - to choose Option 1 Lomond Road play area but refer to the Environment Committee with an amendment to add all delegated powers to that Committee.

ACTION: TOWN CLERK

113.23) Car Parking Strategy –

Cllr T Taylor gave a report regarding Breckland Council consultation on car parks and went on to say Attleborough does not have enough car parking provision so we should be looking at all of the car parks and if we were going to have a survey done would there be any scope from Breckland, we have not received a formal response yet but is this something the Council wants to agree to.

On the motion of Cllr Tyrer, seconded by Cllr J Taylor, it was

RESOLVED – meet with Breckland Council regarding a brief, scope and appointment of a professional consultant and to share costs

ACTION: TOWN CLERK

114.23) Carvers Lane, Attleborough POS Adoption –

On the motion of Cllr T Taylor, seconded by Cllr Bond, it was

RESOLVED – following confirmation that £8.50 per m2 is a reasonable sum and there will be no attenuation basins the land at Carvers Lane will be adopted by ATC

ACTION: TOWN CLERK

115.23) Attleborough Development Partnership -

a) Agenda

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

RESOLVED – to accept agenda with request for Car Parking Strategy to be added

b) Terms of Reference

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

RESOLVED – to accept Terms of Reference

c) Appointment of two Councillors for membership

On the motion of Cllr T Taylor, seconded by Cllr Ashby, it was,

RESOLVED – to appoint Cllr Bond and Cllr Westby for membership with Cllr Tyrer as substitute

ACTION: TOWN CLERK

116.23) St Edmunds Close Sale of Land £10,000 –

We have a lack of open space and there is a lot of potential for this land, it could be used as allotments for the disabled.

On the motion of Cllr S Taylor, seconded by Cllr J Taylor, it was

RESOLVED – to accept to purchase the land

ACTION: TOWN CLERK

117.23) Matters Arising -

a) ANP Review Action

Cllr T Taylor had a brief discussion with Simon Wood who advised Andrew Darcy would be the best Officer to contact who could also advise on funding opportunities and would be in contact with Town Clerk when he returns from leave.

ACTION: TOWN CLERK

118.23) Public Participation (10 Minutes) –

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

119.23) Any other items which the Chairman decides are urgent –

Cllr Tyrer suggested after hearing the news Nuts 'n' Bolts are closing, it would be nice for ATC to write to them thanking them for their contribution to the High Street.

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

RESOLVED – it was a nice sentiment and agreed Cllr Tyrer draft a letter.

Meeting closed 9.25pm

Public Participation 1st Session

- Resident queried Internet access availability in the Town Hall chamber
- UPP had installed a dedicated broadband line into the Town Hall but IT company still to carry out additional work from router into the main chamber
- Resident queried amount on Income list for bus stop infrastructure, was this for Gold Bus Stop
- No this is for bus stop infrastructure Norwich Road
- Resident was informed Gold Bus Stop was a Norfolk County Council project but would come back with a response

Public Participation 2nd Session

- Representative from ATFC made members aware delivery of Goals paused, lease signed in August and annual rent had been paid.
- Resident queried lift in Town Hall not been working for a long time
- Cllr Tyrer told resident someone would come back with that information
- Resident queried whether local businesses could provide cash points
- Email from resident asking for update on crossing for Queens Road
- This will be looked into and a response sent to resident.