



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

**Minutes of the meeting of the Attleborough Town Council
Environment Committee
Held on Monday 18th September 2023 at 7.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr T Taylor – presiding
In attendance – Sharon Smyth -Locum Town Clerk
Anne Willett – Town Clerk Assistant – Minute Taker
Cllr V Dale, Cllr S Mackinnon, Cllr A Westby, Cllr D DeSouza, Cllr J Taylor, Cllr R Bond,
Cllr P Wenham, Cllr S Taylor, Cllr J Ellis
Public x 7

032.23) Chairman Welcome – Cllr Taylor opened the meeting and welcomed everyone

033.23 Apologies for absence –
Cllr P Leslie,

034.23) 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

035.23) Public Participation –

- Resident spoke regarding Banham Poultry odour and even after a £300,000 fine nothing had changed.
- Cllr T Taylor informed resident Cllrs and District Cllrs were representatives on outside body, the next meeting being held 4th October 2023. There is an awareness regarding foul odour and noise complaints. Cllr Ashby had emailed twice regarding this situation. The Clerk would explore discussions with enforcement and check whether last fine had conditions imposed.
- Could we restrict HGV through Town at certain times
- The Clerk would investigate for next Environment meeting.

036.23) Minutes of the Environment Committee 21st August 2023

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

RESOLVED to approve the minutes of the meeting of the 21st August 2023.

037.23) Matters arising (items not on the Agenda)–

012.21) Cycle Racks On the motion of Cllr Lane, seconded by Cllr Leslie, it was RESOLVED - to install cycle racks at Gaymers meadow and near Rosecroft school. **UPDATE: 17 JANUARY 2022** - 029.21) The Clerk informs Council that we have now received delivery of cycle racks for Rosecroft and Gaymers. **SEPTEMBER 2023** - Cycle racks have been installed by Rosecroft but have not yet been installed at Gaymers.

17 JANUARY 2022 021.21) The contextual safeguarding team asked for lighting to be considered at the MUGA. MB to explore costs and planning. ACTION: CLERK **UPDATE: 13**

MARCH 2023 - 109.22) On the motion of Cllr Lane, seconded by Cllr Dale, It was RESOLVED – to liaise with Breckland regarding planning and if appropriate source 3 quotations for the works. ACTION: CLERK **17 JULY 2023** - 018.23 MUGA The Clerk confirms the feedback from Breckland regarding the lighting and the need to consult environmental health and residents. Cllr T Taylor informs that the police and contextual safeguarding team are keen for lighting to be installed. On the motion of Cllr S Taylor seconded by Cllr J Taylor it was RESOLVED that this is further explored. Portable CCTV also to be explored. **SEPTEMBER 2023** - Not yet actioned.

The environmental health team still need to be consulted with to ensure luminance and positioning would not cause a nuisance to local neighbouring properties and costings still need to be obtained. Once E.H have been engaged and quotes have been sought we will bring this back to committee for further consideration. 026.21) The Dell C: On the motion of Cllr Leslie, seconded by Cllr Westby it was RESOLVED to construct a gravel and board walkway from the car park to the cemetery. ACTION CLERK **UPDATE: SEPTEMBER 2023** - Not yet actioned. **21 FEBRUARY 2022** 037.21) Sensory Play Area/Community Garden Sensory play area at Birch Drive not particularly accessible, a sensory park needs to be more central i.e. Norfolk Drive. Discuss with Breckland and Homes England and report to next ATC meeting.

Look at current area and put in some sensory play equipment and give Birch Drive a makeover. On the motion Cllr Leslie, seconded by Cllr Tyrer, it was RESOLVED - Look at areas for a refresh and putting in sensory equipment, prepare a brief for when Cllr Leslie and Cllr Tyrer meet with developers. ACTION: CLERK/PL/ET **UPDATE: SEPTEMBER 2023** - Our administration has been unable to find any records relating to this. 039.21) Recreation Youth Facility It was suggested to convert the brick building at the Recreation Ground into some form of shelter. Make this a project with someone to take the lead then do a brief and costs. On the motion of Cllr Leslie, seconded by Cllr Lane, it was RESOLVED - to appoint a Cllr to lead this project forward and consult with other active groups. Cllrs Taylor, Westby & Dale would form a working party on this project. ACTION: TT/AW/VD **UPDATE: 21 MARCH 2022** - 054.21) On the motion of Cllr Leslie, seconded by Cllr Lane, it was RESOLVED to propose that we look at seating and shelter in conjunction with the new skate park, and demolish dead man's hut. **SEPTEMBER 2023** - No action taken. Item to be included on a future agenda to review.

040.21) Queens Road Allotments On the motion of Cllr Leslie, seconded by Cllr Dale, it was RESOLVED – Use first plot for a community allotment for the use of a community composting area ACTION: CLERK. **UPDATE: SEPTEMBER 2023** - Not yet actioned. 041.21) Land at Blackthorn Road On the motion of Cllr Dale, seconded by Cllr Wenham, it was RESOLVED – We approach Breckland to examine the possibility of acquiring this as a Town Council and engage what sort of usage they are asking of us and report back to Council. ACTION: CLERK **UPDATE: 21 MARCH 2022** - 041.21) Waiting response from Breckland. Deferred to April. **SEPTEMBER 2023** - No further updates or information could be found from April 2022 so I've emailed the Land and Development Officer at Breckland Council myself to enquire and will feed back at the next meeting

16 MAY 2022 008.22) Jubilee Memorial On the motion of Cllr Leslie, seconded by Cllr Westby, it was RESOLVED to plant a Jubilee woodland, using the more established tree from Breckland

as a focal point, and a memorial planter in queens square. **UPDATE: SEPTEMBER 2023** - The land was discharged into our ownership in **June 2022**. In **JANUARY 2023** an application was made for £34,017.48 in S106 monies. In **FEBRUARY 2023** Breckland Councils S106 Officer notified the Town Clerk that the application for the Jubilee Woodland project was successful subject to the follow conditions:- That the precise details of the works, with associated costings, are agreed by the Local Planning Authority before the works are contracted and **if the works are not contracted out within 12 months of the award of these monies then the monies are paid back** to the Local Planning Authority. The project has not been progressed since leaving us at risk of having to return the money. We are currently seeking an extension from BDC but progress needs to be made and next steps identified/agreed as soon as possible.

18 JULY 2022 035.22) Restoration/replacement of London Road Town Sign – On the motion of Cllr Leslie, seconded by Cllr Smith, it was RESOLVED not to replace the second Town Sign, and instead to explore the option of 4 “Welcome to Attleborough” signs, on the 4 main entrances to the town. ACTION: CLERK **UPDATE: 15 AUGUST 2022** - 048.22) After a discussion regarding style and sizes On the motion of Cllr Leslie, seconded by Cllr Bond, it was RESOLVED - to approve an indicative design to go to tender to obtain three quotes to present to Full Council. ACTION: CLERK. **17 OCTOBER 2022** - 062.22) a) To confirm locations – place a sign off A11 by Breckland Lodge, a sign from Old Buckenham at Bunns Bank, a sign on Norwich Road by Decoy Common and a sign off A11 down to traffic lights onto Queens Road, left side but locations maybe subject to change. b) On the motion of Cllr Lane, seconded by Cllr Bond, it was RESOLVED for Clerk to obtain three quotes for signs in each size 1.2m and 1.5m ACTION: CLERK **SEPTEMBER 2023** - No further action has been taken since **OCTOBER 2022**. Land ownership and permission to site needs to be explored and agreed on suitably sized areas before this can progress. 037.22) Matters arising from Councillors Walkabout - On the motion of Cllr Leslie, seconded by Cllr Westby it was RESOLVED to paint the VE bench black and have it installed at the cemetery. The railings at QS need to be painted. Clerk will investigate whether Norfolk Youth Offending Team may be able to assist. ACTION: CLERK **UPDATE: 15 AUGUST 2022** - 049.22) Awaiting a response, deferred to next meeting. Bus shelters also need attention. ACTION: CLERK **17 OCTOBER 2022** - 064.22) Railings and Bus Shelters update A meeting had taken place with a Reparation Worker from Norfolk Youth Justice Service and he confirmed on receiving our Risk Assessment he will put a plan in place for painting Queens Square railings. Bus shelters have received attention. ACTION: CLERK **SEPTEMBER 2023** - Postponed pending improvements in the weather, with a suggestion to pick this up in Spring be added to a future agenda for review and resolution. 079.22) Railings and Bus Shelters update On the motion of Cllr Dale seconded by Cllr Leslie it was RESOLVED to request a bin on Maurice Gaymer Road by the letter box. The bin on Connaught road is badly rusted and in need of replacement. ACTION: CLERK **UPDATE: JANUARY 2023** - Cllr Dale queried whether the two bins had been installed, the Clerk confirmed it was on the Groundsman list to do. **SEPTEMBER 2023** - As yet, neither bin has been installed or replaced. **16 JANUARY 2023** 089.22) Use of S106 monies for play area refurbishments & improvements On the motion of Cllr Leslie, seconded by Cllr Westby, it was RESOLVED that the Clerk investigate the improvements of play areas using S106 3PL/2011/0398 £46,694.84 and take to full council ACTION 2023 but there's been no further correspondence to make these arrangements. This will be reviewed at a future meeting to establish if members would like to proceed by re-engaging the Youth Justice Service, completing the works in-house or obtaining quotes and outsourcing the works **15 AUGUST 2022** 050.22) Wildflowers at Gaymers– Cllr Taylor will investigate with Breckland Council, deferred to next meeting. More research needed on preparation of ground in areas left as meadow grass currently, more an injection of colour. Cllr Westby and Cllr Taylor will go to Gaymers to obtain estimate on how many seeds needed.

ACTION:TT/AW 051.22) Poppies at Decoy Common Survey being carried out at Decoy will give an indication of size and what would be required. **UPDATE: SEPTEMBER 2023** - The wildflowers at Gaymers and poppies at Decoy were first discussed in **August 2022**. In **October 2022** I provided a report with costings for seed per kilo/ half acre and Cllr Westby was going to use the topographical research to identify an area to sow with seed, however we were then told, in **April 2023**, that the Wildlife Trust had advised against planting until they had visited the site. In **June 2023** it was agreed to form a project for the planting at Decoy, which would form part of a wider plan for the area. No progress has been made since June. Seeds now wouldn't be sown until the Spring, or next Autumn, depending on the timescales of engaging the Wildlife Trust and establishing a plan. The wildlife trust will be engaged and a site visit arranged but due to the scale of the project it will likely take time for plans to develop and be implemented. **21 NOVEMBER 2022** 078.22) Update on closed cemetery The Clerk gave an update. It was agreed that a solution should include names of all headstones as there is no way of knowing how long the remaining ones may last. ACTION: TOWN CLERK **UPDATE: SEPTEMBER 2023** - No further action has been taken or designs presented to members. This will also: TOWN CLERK. **UPDATE: 17 JULY 2023** - 022.23 A resident wanted to make sure the needs of disabled youngsters were taken into consideration. The Clerk offered to go away and do some additional work to help councillors in their decision of where monies could be spent. **SEPTEMBER 2023**: A decision still hasn't been reached. The spend by date for these monies is **06 JANUARY 2024**. An item will be added to the next full council agenda to consider options and give directions that will enable an application to be made for the funds. **20 FEBRUARY 2023** 0102.22) London Road picnic benches On the motion of Cllr Bond, seconded by Cllr Westby, it was RESOLVED to install two new picnic benches at London Road ACTION: CLERK **UPDATE: SEPTEMBER 2023** - Not yet actioned. **13 MARCH 2023** 110.22) Seating at the REC – On the motion of Cllr Leslie, seconded by Cllr Smith, it was RESOLVED to install 3 accessible picnic benches, and to visit and explore options for covered seating subject to planning, designs and liaison with the football club. ACTION: CLERK **UPDATE: SEPTEMBER 2023** - Not yet actioned. 112.22) Bin review To refer to future meeting. Clerk has details of the bins we install and maintain but will provide a full breakdown on bins provided by Breckland and emptied by Serco or other contractors. ACTION: TOWN CLERK **UPDATE: SEPTEMBER 2023** - Our administration couldn't find a breakdown or report on record but will collect and present the information to the committee. **17 APRIL 2023** 122.22) Sign for London Road official opening On the motion of Cllr Leslie, seconded by Cllr Smith, it was RESOLVED to erect a modest plaque at the Wheelpark and London Road noting the official opening. **UPDATE: SEPTEMBER 2023** - Not yet actioned. An agenda item will be added to a future meeting so that we can consider designs, prices and agree wording. **17 JULY 2023** 016.23) Decoy Common – It was agreed to further explore options for fencing and hedgerows along the A11 and bring back to council. **UPDATE: SEPTEMBER 2023** - Not yet actioned but can be included within the overall project already referenced. 017.23) Cemetery Hedges – On the motion of Cllr T Taylor seconded by Cllr J Ellis it was RESOLVED to remove the hedging along the remembrance garden and where possible reuse this to replant the areas along the car park. **UPDATE: 7 AUGUST 2023 (FULL COUNCIL)** - Following correspondence from a resident it was RESOLVED – we continue as planned with replanting of car park boundary hedge and postpone planting of other hedge until consultation has taken place. **SEPTEMBER 2023** - Following the meeting no instruction was given for this to be actioned. It has now been brought to attention and will be progressed. 019.23 Queens Square Cinema There is much discussion on this subject, regarding the suitability of the environment committee to approve with no budget. On the motion of Cllr Bond seconded by Cllr S Taylor It was agreed that an EGM would be the most appropriate course of action. **UPDATE: 25 JULY 2023 (EGM)** - On the motion of Cllr S Taylor, seconded by Cllr Wenham, it was RESOLVED to withdraw proposal and consider again at a

later date. **SEPTEMBER 2023** - There has been no further action or discussion to date. 021.23 Request from youth club for storage shed. On the motion of Cllr R Bond seconded by Cllr P Leslie it was RESOLVED to go ahead with the free storage provision for the youth club. **UPDATE: SEPTEMBER 2023** - Further consideration may be required at a future meeting following discuss with the youth club organisers due to size and scale. **21 AUGUST 2023** 028.23) Repair/Replacement of the bench outside of the Old Post Office– It was reported NCC, Breckland Council, ATC and Post Office did not owned benches. On the motion of Cllr Leslie, seconded by Cllr Bond, it was RESOLVED – to find landowner and get their permission to replace benches **UPDATE: SEPTEMBER 2023** - Our administration is still trying to identify the landowner so the works can be completed. 029.23) Re-pointing and repairs to the Church wall – Cllr Westby had produced a very good report and it was decided Option 2 a viable way forward and to include Option 3 On the motion of Cllr Leslie, seconded by Cllr Bond, it was RESOLVED – to invite tender for Options 2 & 3 and present to ATC meeting. **UPDATE: 4 SEPTEMBER 2023 (FULL COUNCIL)** After a discussion the Church wall tender was not agreed On the motion of Cllr Westby, seconded by Cllr Ashby, it was RESOLVED – The Church Wall tender deferred pending engagement with Conservation Officer and Church Faculty. ACTION: TOWN CLERK. **SEPTEMBER 2023** - Contact has been made with both Breckland Council and the Church Faculty and we are currently awaiting their responses. 031.23 London Road Dog Walk New Fencing Update. **UPDATE: SEPTEMBER 2023** - Quote accepted at Full Council (**04/09/2023**) to re-do the works, which will commence November onwards.

Matters Arising need to be added as an agenda item going forward.

038.23) Carvers Lane Attleborough – POS Adoption –

A discussion took place to consider whether this would be viable cost wise, maintaining play equipment and [£8.50 per square metre Policy DC11] would be an appropriate sum but it does seem a sensible proposition.

Cllr Ellis leaves the meeting

On the motion of Cllr Bond, seconded by Cllr Mackinnon, it was **RESOLVED** – to accept the public open space with the play equipment installed on the basis that the index figure of £8.50 per m2 is proportionate and also the maintenance of attenuation basins and/or water easement issues would not become our responsibility.

039.23 Queens Road Allotments Signage

It was agreed to provide signs saying “ No dogs beyond this point “and post some information on social media making public aware.

040.23) Grosvenor Park Allotments –

On the motion of Cllr T Taylor, seconded by Cllr Dale, it was **RESOLVED** – to contact all plot holders asking if they want to reduce plot in size which would decrease their rent.

041.23) Ball-Stop Netting

On a motion of Cllr T Taylor, seconded by Cllr S Taylor, it was **RESOLVED** – to obtain quotes to supply and install Ball-Stop Netting for both MUGA s

042.23 Correspondence

a) Banham Poultry Foul Odour

On the motion of Cllr Dale, seconded by Cllr Wenham, it was **RESOLVED** – to make representation to Banham Poultry, Environmental Health Agency, Planning Enforcement and DEFRA

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

- Resident stated the situation at Banham Poultry also attracted large numbers of Seagulls attracted by the offal
- This will be raised with Breckland Council

043.23) Repair to Tennis Court Fencing Alternative Quote

On the motion of Cllr Dale, seconded by Cllr De Souza, it was **RESOLVED** - to accept the alternative quote from KM Services

A discussion took place regarding replacing existing signs at various sites with more professional signage.

044.23) Second Public Participation (10 Minutes)

- Resident from Kent Close requested the MUGA on play area be looked at so it doesn't make so much noise.
- This would be looked at
- Resident queried the amount of resolutions not actioned and possible loss of S106 monies.

045.23) Items for the next Agenda

Cllr T Taylor would liaise with Town Clerk on most important resolutions from Matters Arising

Meeting Closed 8.10pm