



**You are summoned to the Meeting of Attleborough Town Council  
Environment Committee**

**To be held on Monday 20<sup>th</sup> November 2023 at 7.00pm**

This Meeting will be held at the Town Hall

Clr P Leslie, Cllr J Taylor, Cllr D DeSouza, Cllr R Bond, Cllr P Wenham, Cllr S Taylor, Cllr T Taylor,  
Cllr J Ellis, Cllr A Westby, Cllr V Dale, Cllr S Mackinnon

*Sharon Smyth*

14<sup>th</sup> November 2023

Locum Town Clerk

**AGENDA**

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

**1 Welcome and Housekeeping**

**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 First Public Participation (10 Minutes)**

**5 Minutes of the Environment Committee 16th October 2023** - for acceptance and approval

**6 Actions Arising From Outstanding Actions** - Reference to the live link to all below actions

**Min 012.21** Locations for cycle racks and picnic benches at Gaymers to be confirmed

**Min 008.22** Jubilee Wood - Variation of obligation. Solicitor requested (Rogers and Norton).

**Min 035.22** 4 New Welcome/Gateway to Attleborough Signs Quotations

**Min 016.23** Decoy Common – Update site visit on 13 Nov with Chloe Gordon

**Min 017.23** Cemetery Hedges Update

**Min 019.23** Queens Square Cinema

**Min 021.23** Provision for Youth Club storage + venue – new location suggested at Old Library site.

**Min 028.23** Benches at Old Post Office Update

**Min 029.23** Church Wall – Report costing has been approved (Clerk Chairman discretionary spent) of £250 quoted by Cllr Andrew Westby.

**7 Correspondence** - for consideration and resolution

Resident request regarding Unsafe Pathways at Gaymers Meadow

**8 ATFC Gaymers Goal Compound** - for consideration and resolution

**9 Town Hall Accessibility** – for consideration and resolution

ATC Environment Committee meeting (16<sup>th</sup> October 2023)

- 10 Signage requested to advertise Dodd Rd PO - for consideration and resolution
- 11 Consideration for Development of Land at St Edmunds Close to Appoint a Solicitor – for consideration and resolution
- 12 Update on the S106 Application for the Play Area Improvement at Lomond Road. for consideration and resolution
- 13 Wilder Stations Project Request for donation of 180 Tree Guards for Native Hedgerows for consideration and resolution
- 14 Second Public Participation (10 Minutes)
- 15 Items for the next Agenda

Expected Meeting Length 1 hour

5)



**Minutes of the meeting of the Attleborough Town Council  
Environment Committee  
Held on Monday 16<sup>th</sup> October 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  
Public x 1

**046.23) Chairman Welcome** – Cllr T Taylor opened the meeting and welcomed everyone

**047.23 Apologies for absence –**

Cllr Ellis  
Cllr Tyrer

**048.23) 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

**049.23) Public Participation** – None

**050.23) Minutes of the Environment Committee 18<sup>th</sup> September 2023**

On the motion of Cllr Mackinnon, seconded by Cllr J Taylor, it was  
**RESOLVED** to approve the minutes of the meeting of the 18<sup>th</sup> September 2023.

**051.23) Actions Arising From Outstanding Actions –**

**Min 012.21** Locations for cycle racks and picnic benches at Gaymers to be confirmed  
On the motion of Cllr T Taylor, seconded by Cllr Wenham, it was  
**RESOLVED** – to accept Senior Groundsman recommendations for 5 cycle racks to be installed  
at the recommended location pending further investigation into ATFC lease  
**Min 026.21** Gravel & Board way Type 1 Confirm Location  
As resolution already made leave for Senior Groundsman and Town Clerk to progress.

**Min 037.21** Sensory Play Area -

a) More information needed to confirm Birch Drive

Need to look at Sensory Garden at Birch Drive as a separate project, make recommendations and discuss at the Shared Priorities meeting.

b) Request by resident to plant oak tree in memory of her late husband

After a brief discussion perhaps plant a Birch tree rather than an oak tree and either or as well as a bench with a plaque, Town Clerk to investigate and to respond to resident in the interim period.

**Min 039.21** Recreation Ground – Seating and Shelter locations to be determined

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

**RESOLVED** – to install 3 picnic benches subject to consultation with neighbouring residents.

**Min 040.21** Queens Road Allotment- Community allotment, remove cemetery spoil and relocate. Have further discussions with Senior Groundsman, Committee not keen on filling ditch with spoil

**Min 041.21** Land at Blackthorn Road – Discuss at Shared Priorities meeting

**Min 008.22** Jubilee Wood To Agree Survey Quotes –

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

**RESOLVED** – to accept and approve quotation from BB Surveys Ltd Topo £500 + VAT

**Min 035.22** 4 New Welcome/Gateway to Attleborough Signs

Town Clerk had provided a funding opportunity for 50% of cost, it was decided to look for previous design that was circulated to Cllrs and for Town Clerk to meet with Highways officer to explore sites and report back to Full Council.

**Min 037.22** Railings Grounds Staff Spring 2024

The work to be completed in house when weather improves.

**Min 050.22** Gaymers Wild Flowers –

Provide more wild flowers on the bottom field, Town Clerk seeking advice and Cllr Wenham will liaise with Town Clerk regarding testing the soil. Planting would probably take place in Spring.

**Min 078.22** Close Cemetery Thieves Lane Headstones

Cllr Dale stated the headstones should be left where left are as they are quite safe. Town Clerk will ask Grounds staff to remove guttering that has been left there and any loose pieces of stones.

**Min 102.22** London Road picnic benches x 2 delegate to Grounds staff

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

**RESOLVED** – to approve and delegate to Grounds staff

**Min 110.22** Seating at Recreation Ground to install 3 accessible picnic benches & explore options for covered seating - See Min 039.21

**Min 112.22** Bin Review

Replace bin Connaught Road. Ask Breckland to replace bin outside One Stop. Request for bin by school crossing before entrance to Academy. Request for bin in Rosecroft school playground. Seek land owner permission to Install additional bin Gaymers Road by Banham Poultry. Replace bin in Exchange Street near Estate Agent. Replace bin outside Old Post Office. To progress bin review Town Clerk will assess bins and explore the above and report back. Also confirm Serco are able to empty bins.

**Min 122.22** Signs for Wheel Park & London Road Play Area

Town Clerk to establish when Wheel Park and London Road Play Area opened to enable wording. Require large bin at Wheel Park these need to be fixed similar to ones on Queens Square but larger. Confirm Serco will empty.

**Min 016.23 Decoy Common –**

Long standing request for fencing and hedgerows to make safer for dogs, this could be discussed at Shared Priorities Meeting as part of a larger project for next financial year.

**Min 017.23 Cemetery Hedges**

A previous decision taken to remove hedging around Ashes Garden had caused great distressed to a resident who visited the garden, due to his correspondence it was decided a consultation was needed. A notice would be posted to ask views of plot owners and once feedback had been received the outcome would be reported back to Council.

**Min 019.23 Queens Square Cinema**

This came forward from Attleborough Retail Group who made a recommendation to Breckland Council and ATC that each party part fund an outdoor cinema on Queens Square. Breckland 5 Market Towns were providing a big screen Attleborough and Dereham didn't get theirs due to transport break down. When ATC were asked to pay a contribution towards Cinema it became a non-starter and was deferred with no further progress being made and no contact was made with Retail Group again so Town Clerk would make contact with Attleborough Retail Group.

**Min 021.23 Cinema for Youth Club & Provision for Youth Club storage + venue –**

On the motion of Cllr Bond, seconded by Cllr Mackinnon, it was **RESOLVED** – to approve to facilitate a Cinema in the Town Hall purely for the Youth Club. Storage + venue to be deferred until after meeting with Youth Club being held on Friday 20<sup>th</sup> October 2023.

**Min 028.23 Benches at Old Post Office**

Town Clerk had written to land owner and awaiting a response.

**Min 029.23 Church Wall –**

Cllr Westby had met with Breckland Tree Officer Mr Richard Fisher who was very helpful and advised not to remove tree and would need to make application to trim roots if Option 2 selected. Also advised to contact Conservation Officer.

**Min 031.23 Fence at London Rd Dog Walking Area –**

This would be completed during November 2023 when contractor available

**052.23) Play Area Walk-Any Actions to be Discussed**

On the motion of Cllr Dale, seconded by Cllr Mackinnon, it was **RESOLVED** – Play Area Walk-About any actions to be put on hold until Spring 2024

**053.23) S106 Oaktree Park Money – Option 1 Lomond Pay Area – Full delegated powers to Environment**

Members discussed the type of equipment needed, including accessible and sensory, equipment offering a challenge, trim trail, traditional swings, slide, but more imaginative play equipment i.e. wooden maze. Better signage needed and move shrubs outside of play area to open and brighten it up. S106 deadline is January 2024, the Town Clerk will start the application based on the information and feedback above.

**054.23) Banham Poultry Update** – No comments and noted for information

**055.23 Correspondence**

**a) Grosvenor Park Allotments, London Road**

On existing allotment sites No dogs are allowed (except assistance dogs). At a previous Council meeting it had been resolved to display signs at Queens Road allotments No Dogs Allowed as plot holders had complained dogs were causing a nuisance. It was agreed by members to keep the no dogs allowed rule.



**054.23) Offer to Purchase Land on St Edmunds Close, Attleborough**

Once solicitors have been instructed to deal with the transfer then councillors will be able to see a draft version of the transfer documents and the wording so they can give their comments.

**055.23) Second Public Participation (10 Minutes)**

- Resident asked what Shared Priorities is?
- Cllr T Taylor replied following the appointment of Megan Free there was a desire to get the Town Councils priorities, so the way in which to do that was a workshop with Councillors so all had opportunity to feed in and discuss what they may be. It is not a decision-making forum it is just a discussion around what Breckland priorities are and what the Town Council priorities are which have already been outlined in ANP. Anything that arises from that to be fed back to Full Council and Environment.
- Any update on Bus Shelter
- This is for Norfolk County Council to implement, original date given for installation was September we are now in October so Town Clerk will chase.

**056.23) Items for the next Agenda**

To keep working on actions not previously carried out

Meeting Closed 8.25pm

6) Min 035.22.



# Shelley Signs

**Shelley Signs Ltd**  
54, Cartmel Drive  
Harlescott  
Shrewsbury  
Shropshire  
SY1 3TB  
Tel: 01743 460996  
Email: sales@shelleysigns.co.uk  
[www.shelleysigns.co.uk](http://www.shelleysigns.co.uk)

Sharon Smyth  
Attleborough Town Council

Attleborough  
Norfolk

**Quote ref: 23992 / RSS**

**Date: 12/10/2023**

Dear Sharon

Further to your recent enquiry, we are quoting as follows. Comprehensive details of our products and services can be found at [www.shelleysigns.co.uk](http://www.shelleysigns.co.uk)

- Title:** Welcome To Attleborough Signs
- Size:** This quote is for 4 identical Welcome To Attleborough Signs at an assumed size of 1500 x 800mm.
- Artwork:** Artwork to be prepared by ourselves from your roughs. It is understood that you will provide final text and electronic copies of all logos.
- Proof:** On receipt of an order, design proofs will be submitted in a PDF format.
- Printing:** Our Mimaki printer will enhance your design with excellent print quality, crisp text and bright, vibrant reproduction of photographs, water colours and images. This high quality print is supported by a 10 year warranty against fading. It offers eco-friendly printing with zero VOC emissions & little wastage.
- Materials:** Our Encapsulated Glass Reinforced Plastic (GRP) signs are designed for use in public open spaces. They offer exceptional outdoor durability & colour fastness. The finish allows graffiti to be easily cleaned while water ingress is not a problem.
- Finishing:** Signs supplied as 4mm thick flat panels complete with bolt channel and powder coated aluminium posts. Please refer to Item V-9 on the attached Framing Options page, which also gives examples of our most popular Framing Structures.

<b>Quantity &amp; Option</b>	<b>Price ( £ )</b>
Design & 4 off Welcome signs with posts, total	£2,845.00

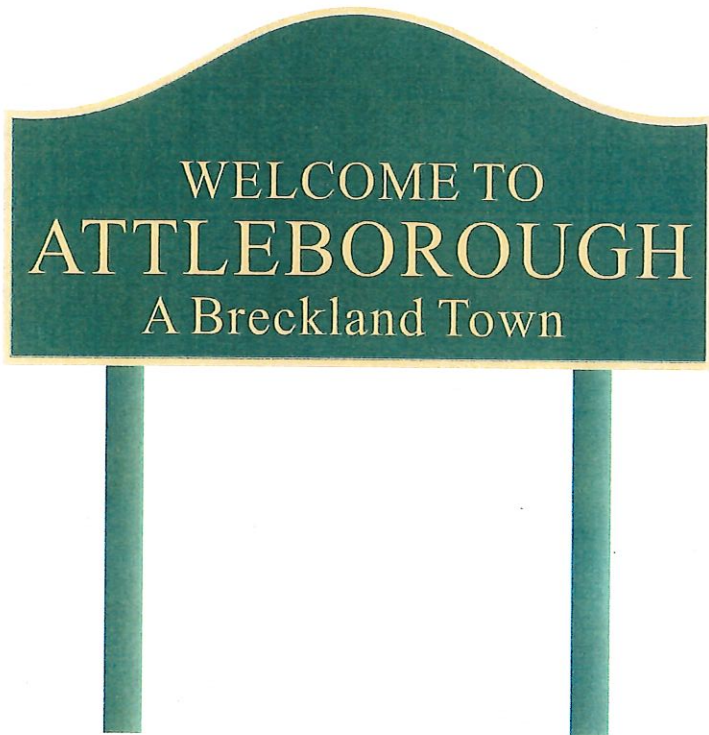
**Delivery:** To be agreed in the event of an order. All prices are subject to Packing & Carriage at an estimated £125.00 total to deliver all 4 items to one address.

**Terms:** All prices are subject to VAT. Please note: Prices are valid for one month only.  
Payment : Nett by 20th of month following date of invoice.

Yours sincerely

Rachel Shelley

SIGNS OF THE TIMES  
 ——— Quality Cast Signs ———



1400 x 700mm, Cast in polyurethane,  
 Detail in relief,  
 Painted satin Racing Green and gold  
 Motif like Auckley

Set up costs .. £216.10  
 Signs ..... £1224.50 each

Aluminium posts 76mm diameter x 2.5m long  
 painted to match the signs and supplied with fixings  
 Posts .....£249.00 pair

70mm Total price for 4 signs with posts .. £6110.10  
 Price is ex.carriage (£85.00 estimate) and VAT

100mm As above without a motif

70mm Set up costs .. £216.10  
 Signs ..... £1102.00 each  
 Posts .....£249.00 pair

Total price for 4 signs with posts .. £5620.10  
 Price is ex.carriage (£150.00 estimate) and VAT

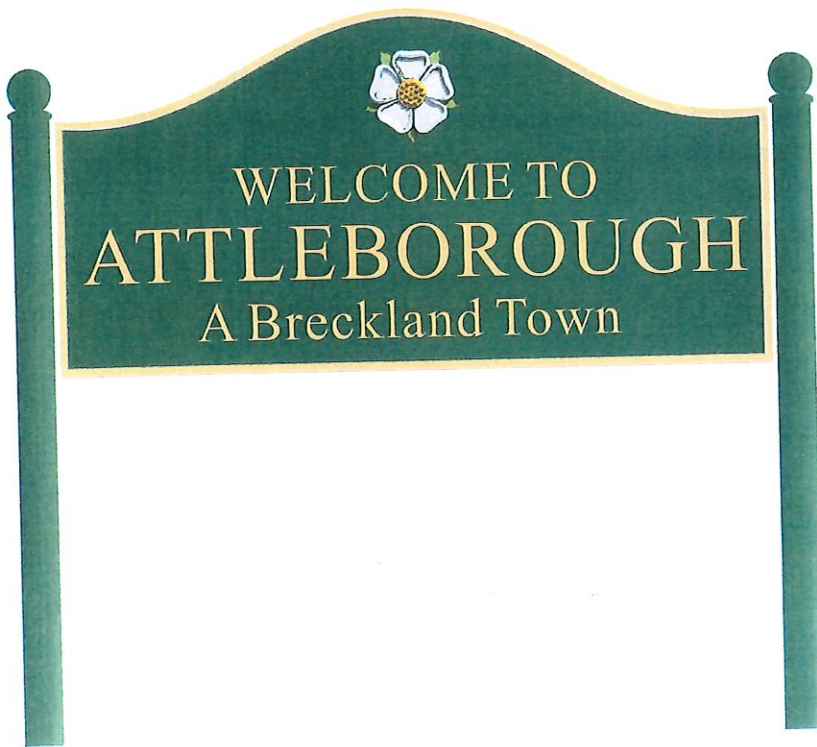
Drawings are provided as a guide only. Alterations may occur due to variations & styles  
 of our pattern boards & between our stock letters & computer generated letters.

Q ref: 16090

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 November 2023



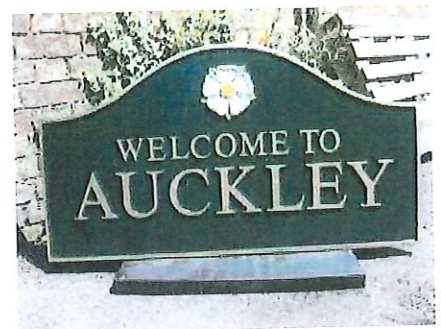
SIGNS OF THE TIMES  
— Quality Cast Signs —



Drawings are provided as a guide only. Alterations may occur due to variations & styles of our pattern boards & between our stock letters & computer generated letters.

Price for side fixing posts with ball finials

Please add £160.00 +VAT per pair to the previous post prices.



Q ref:16090

Signs of the Times Ltd  
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01525 874185  
November 2023

EXT- Information on Decoy Common Attleborough

Dear sir or madam,

I am writing to enquire about a piece of land, Decoy Common, off Norwich Road, that the Town Council owns. In around April 2023, our previous Town Clerk apparently made contact with you to enquire about a survey to be carried out. I imagine that would have entailed a quote. I can't find anything on file and so I thought it best to enquire with you directly.

The only thing I could find was the attached. It has a footer with a very old date and so I assume the Town Clerk was sent it or she found it somehow.

Can you please contact us and let us know who Michelle Barron (previous Town Clerk) had been in contact with so that I might resume the project?

The Town Council would be interested in having a survey carried out.

With thanks,

Kind regards,

*Sharon Smyth*

Hi Sharon,

I have heard back from Helen. She visited another piece of land owned by Attleborough Town Council earlier this year with Michelle and my colleague Lucy Seely. They discussed arranging a separate visit to Decoy Common but had not confirmed a date. Helen has since been promoted but I am happy to pick this up now.

Since Decoy Common is a County Wildlife Site, we are able to provide free management advice visits. Since the site was last surveyed in 2007, it is likely that we could also provide a free habitat survey in spring/summer next year followed up by a report with brief management recommendations.

Does that sound suitable? Would you be interested in meeting to discuss the site and how it is managed, any issues, future plans?

Kind regards,

Chloe

Hi Sharon,

It was lovely to meet you this morning. Thank you for showing me Decoy Common CWS. It's really great to hear that you are keen to review how the site is managed and consider how it can be improved for wildlife and people in the future. I look forward to carrying out a habitat survey next year and providing you with some management recommendations. It's fab that you are considering setting up a friends of/volunteer group in the long term – this is something we may be able to help with down the line. Looking at our files, the majority of the site was last surveyed in 1998. Henry's Wood, the block of woodland at the south (which I think is outside of your ownership), was last surveyed in 2007. I have attached the survey report from 1998 for your interest. It looks like a few brief visits have occurred in the intervening years including some management advice in 2005. It would be great to see your ownership boundary so I know where I can survey next year. It would also be good to find out how the maintenance team currently manage the site.

I think these two links should help you work out Land Registry INSPIRE IDs and then search for them:

[Land Registry UK - Map Search \(landregistry-uk.com\)](http://landregistry-uk.com)

[Search by INSPIRE ID - Search for land and property information \(search-property-information.service.gov.uk\)](http://search-property-information.service.gov.uk)

I will follow up with Ella about the Jubilee Wood site.

Any questions, let me know.

Kind regards,



7)

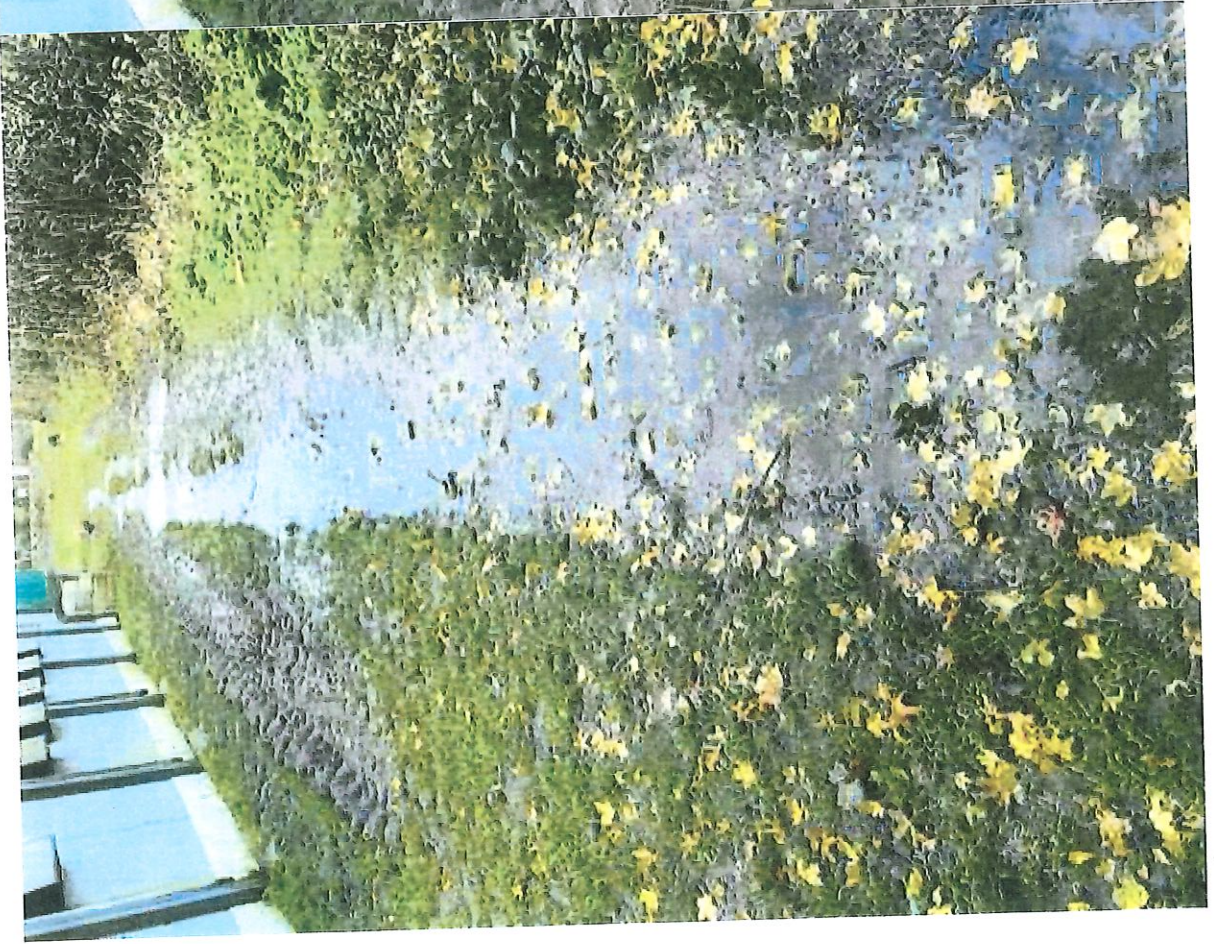
Unsafe pathway at Gaymers.

Hi

Please see photos below. As you can see this path is very slippery and very unsafe to walk on. Many people use this pathway to access the field for dog walking and football. The tractor tracks have made it worse since the hedgerows were cut recently. Please can something be done?









8)

Afternoon Sharon

Thank you for your time and that of the Councillors and Groundsman this morning.

Our meeting was to review our request to include a membrane on the base of the Harris fence goal compound at Gaymers as identified in the lease. As mentioned any waste soil from the compound could be used to repair any holes on the site.

Attached are pictures of the goals and the proposed location for the compound . John/Groundsman asked about access for the annual hedge trim we confirmed we would be happy to move compound for this cutting and then move back.

The request is driven to ensure safe storage of the goals and limit potential anti-social activity on them , the membrane would help with safe access and the need not to cut the grass within the compound.

We look forward to hearing from you , once discussed , that we can move forward with the compound completion.

Regards

Derrick Bint

Attleborough Town Football Club







10)

Good Afternoon

My name is [REDACTED] and I am the manager of Dodds road stores in Attleborough. Back in march I attended a town meeting where in the public minutes stood up and spoke to all members of the council regarding a request for you to put forward to highways for an application for some street furniture (For a sign to be placed on London road & Hargham road to advise people where we are situated ) we ourselves applied to highways which then passed us back to you . With the show of hands from everyone you agreed to put this to highways . We still have yet to hear anything back prior to this as to what has been done . As I explained in the meeting the sign is for people to know where we are as Dodds road store is not in the centre of the town and being the only post office, the town has along with the bank it is highly important that new people to the area know where they can obtain main post office services and banking service .  
I will await your reply

[REDACTED]

Hello Matt,  
As the Town only has one Post Office now, Dodds Rd PO has asked if the attached type of sign could be considered for London Rd and Hargham Road, or anywhere you might think fit?  
New visitors may need to be signposted to this valuable facility!

Kind Regards,  
Sharon.  
Sharon Smyth

Hi Sharon,  
I would be happy for you to put this in for a parish partnership bid.

Kind Regards  
**Matt Lines, Highway Engineer South**  
Ketteringham Depot  
Community and Environmental Services  
Tel: 0344 800 8020



corporate-site-content-templa...



164 KB

