



You are summoned to the Meeting of Attleborough Town Council  
Environment Committee  
To be held on Monday 18<sup>th</sup> December 2023 at 7.00pm  
This Meeting will be held at the Town Hall

Cllr 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*

12<sup>th</sup> December 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 20th November 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 035.22 4 New Welcome/Gateway to Attleborough Signs Quotations

Min 017.23 Cemetery Hedges Update

Min 019.23 Queens Square Cinema Update

Min 021.23 Provision for Youth Club storage + venue Update.

Min 028.23 Benches at Old Post Office Update

Min 029.23 Church Wall Update structural engineers report and other matters.

### 7 Correspondence

Complaint regarding use of Wheel Park after 9pm – for consideration and resolution

### 8 Jubilee Wood Update – for information

### 9 Decoy Common Update on progress - for information

### 10 Town Hall Accessibility – for information

- 11 Land at St Edmunds Close possible development opportunities - for consideration and resolution
- 12 Lomond Road Play Area Update - for Information
- 13 Blackthorn Road possible development opportunities - for Information
- 14 Birch Drive Update on Progress – for information
- 15 Second Public Participation (10 Minutes)
- 16 Items for the next Agenda

Expected Meeting Length 1 hour



# 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 20th November 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 J Taylor, Cllr S Taylor, Cllr J Ellis  
Public x 7

**057.23) Chairman Welcome** – Cllr T Taylor welcomed everyone to meeting and apologised for being a minute late starting the meeting

**058.23 Apologies for absence –**

Cllr De Souza, Cllr Leslie, Cllr Bond, Cllr Wenham

**059.23) Declarations of Interest**

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

Cllr T Taylor – Item 11

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

None received

**060.23) Public Participation –**

- Resident queried giving her report regarding Item 13 on agenda
- Cllr T Taylor confirmed Standing Orders could be suspended before the item allowing public to speak.
- Resident reported fence hanging across pavement at what used to be an Off Licence
- Town Clerk would report this

**061.23) Minutes of the Environment Committee 16<sup>th</sup> October 2023**

On the motion of Cllr Mackinnon, seconded by Cllr Westby, it was **RESOLVED** to approve the minutes of the meeting of the 16<sup>th</sup> October 2023.

**062.23) Actions Arising From Outstanding Actions –**

**Min 012.21** Locations for cycle racks and picnic benches at Gaymers to be confirmed  
Cycle Racks dependent on Item 8. Picnic benches at Gaymers pending site visit.

**Min 008.22** Jubilee Wood - Variation of obligation. Solicitor requested (Rogers and Norton)  
Variation of Obligation still to do and suggest Rogers & Norton act as solicitor.

All surveys have been commissioned. Going to ask Wildlife Trust for a quote to carry out survey as well for next agenda.

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

**Min 016.23** Decoy Common – Had a site visit on 13 Nov with Chloe Gordon and a note of Cllr S Taylor’s comment regarding clearing out ditches at Decoy Common was made and would be looked into.

**Min 017.23** Cemetery Hedges Update – No adverse comments received so far.

**Min 019.23** Queens Square Cinema – An amount has been written into the budget provisionally for approval.

**Min 021.23** Provision for Youth Club storage + venue – new location suggested at Old Library site. Contacted NCC but they are making use of this site so we are unable to use it even if temporarily. Cllr S Taylor asked if it is still registered as a Community Asset? We definitely need to support as a Community Asset.

**Min 028.23** Benches at Old Post Office Update – No response from the owner so intend to write again to let them know ATC intend to refresh the benches.

**Min 029.23** Church Wall – Report costing has been approved (Clerk Chairman discretionary spent) of £250 quoted by Cllr Andrew Westby - Cllr Westby confirmed report will be presented to Council this week.

#### 063.23) Correspondence -

The Clerk explained the path at Gaymers Meadow had been closed off for the time being until Grounds staff can have a look at it. Also, been in contact with the Football Club but more investigations needed into records of correspondence from previous years back about putting in possible drainage there. So hopefully be able to work together with the Football Club and find a solution. This is for information tonight and discussions will continue.

#### 064.23) ATFC Gaymers Goal Compound -

Cllr T Taylor explained the compound had been included in the lease, from a site visit meeting the suggestion was it would be a temporary Heras fencing structure that could be removed at end of the tenancy. Cllr S Taylor informed members the Football Club had stated twice the compound was included in their lease but this had not been documented anywhere and it had been apparent on this occasion the then Clerk and a Cllr had acted outside of the Standing Orders and also that the Town Council had not resolved to include any plan in the ATCF lease. Cllr S Taylor stated the compound has got to be there as it is in the lease but could it be screened so it blends in better? The whole lease has been a farce that Councillors didn’t agree to and bringing the lease for two members to sign, I think is awful.

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

**RESOLVED** – to proceed on the basis that it is a temporary structure that can be removed as and when the lease comes to an end and that it is screened appropriately so it is considerate to its surroundings.

On the motion Cllr S Taylor, seconded by Cllr J Taylor, it was **RESOLVED** to suspend Standing Orders for member of public to speak.

Football Club stated to members he wanted to make it clear that the request with regards to the compound was actually to vary the lease and include within it a piece of tarpaulin on the ground so the grass didn’t grow around the base and into the netting making it difficult for maintenance from the Grounds Team that’s where the original request came from for a membrane to go down with the Heras fencing. The variation we are asking for is a temporary membrane to go down. It was suggested willow fencing used so it can be dressed in keeping with its’ surroundings. Cllr T Taylor stated that in agreeing the compound that was part of the written request I think that has received our agreement, is that fair to say members? The membrane as part of the compound now has our agreement.

**065.23) Town Hall Accessibility –**

Currently one of our caretakers is looking into the issues previously discussed and we will be putting forward some prices. He has been looking at a sound system, front door bell, lift and lighting in the toilets. During the discussion it was noted that to make it easier to gain access to the Town Hall a small bus from Watton now drops off residents at the rear of the Town Hall so they can attend a Tuesday coffee morning. To improve access via unadopted lane to Town Hall it was suggested having a pathway wheelchair width put in but first consult with residents living in area concerned. Will await written report.

**066.23) Signage requested to advertise Dodd Rd PO –**

As this is a valuable asset to the Town if it is within the Clerks' discretionary allow her to progress

**067.23 Consideration for Development of Land at St Edmunds Close to Appoint a Solicitor –**

On the motion of Cllr Dale, seconded by J Taylor, it was  
**RESOLVED** to appoint Rogers & Norton as solicitor  
Cllr T Taylor abstained

**068.23) Update on the S106 Application for the Play Area Improvement at Lomond Road.**

Waiting for quotations but also hoping to incorporate a sensory maze at either Lomond Road or Birch Drive. There is a deadline for application of January 2024 members happy for Clerk to progress.

On the motion of Cllr Mackinnon, seconded by Cllr Dale, it was  
**RESOLVED** - to suspend Standing Orders for member of public to speak.

**069.23) Wilder Stations Project Request for donation of 180 Tree Guards for Native Hedgerows**

Jane Doughty gave a report on their request for funding towards the cost of creating hedging and gardens at the new Station Car Park. Working together with the Heritage Group to make the station a beautiful area and something Attleborough can be proud of. Although all of the donation budget had already been allocated it was suggested to use some of the remaining Book Sale funds.

On the motion Cllr Dale, seconded by Cllr Mackinnon, it was  
**RESOLVED** to donate £86 for tree saplings + £164.99 for tree guards' total amount £250.99

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

- Member of ATFC suggested that as side gate entrance to Gaymers had been locked more people would be using main entrance and this may need attention to stop it from becoming churned up and muddy
- The Clerk would speak to the Grounds Staff
- Resident queried Members Officers Protocol prohibits speaking negatively about Council Officers. Does that extend to former Council Officers?
- Cllr S Taylor replied if you're concerned put in a complaint to Breckland I will happily accept another one from you.
- Resident queried what training did Cllrs have with regard to conflict?
- A new Councillor is offered Induction Training but we could look at inhouse training.
- Resident suggested Cllr should be supplied with Spit Kits and body cameras
- One of our Cllrs had been assaulted in the past
- Before the last administration we had training regularly

**071.23) Items for the next Agenda**

Gateway Signs for next Full Council

Meeting Closed 7.45pm

6) MIN 017.23

### Hedges in cemetery

Good Morning

My mum is in the cremation area, we have just had the bench put down for her, we are a bit concerned that they are going to take the hedge and fence down in that area, and leave the bench exposed, where as if there is a hedge there it's not so exposed and would look much better. We would really like it if a laurel hedge is still there 😊

Kind Regards

### Proposed hedge and fence removal

Very saddened to see the proposal of removing the hedge and fence surrounding the little area where the ashes are laid. My dad especially picked this area to lay my mums ashes because of the private and separate area from the full graves. When they removed the original hedge, we were gutted but looked forward to seeing a new hedge get established such a shame if this proposal goes ahead for all the people who have loved ones in this tranquil part of the cemetery.



8)

On 5 Dec 2023 16:31, Ella Warren-Cooke <[ellawc@norfolkwildlifetrust.org.uk](mailto:ellawc@norfolkwildlifetrust.org.uk)> wrote:

Hi Sharon,

My colleague Chloe passed your email onto me about the Jubilee Wood Project near Norwich Road. It sounds like a great opportunity to create a valuable nature and community space and I would be happy to lend my input.

Having spoken to Helen Baczkowska, one of my colleagues who visited the Jubilee Wood Site earlier this year, my recommendations at the moment would be:

- For Attleborough Town Council to employ an experienced landscape architect to develop and promote plans for Jubilee Wood (if this is already the case please do let me know).
- Carry out a community consultation to hear what is important for the local community and what they would like to see in the space, and incorporate these into the plans.
- Then I can advise on ecological aspects of the project and designs alongside the landscape architect.

I can offer advice pre-design/creation to ensure the plans enhance any valuable features already on the site, which may be a brief walkover survey next spring of the grassland. Is this something you would be interested in? Let me know what you think.

Best wishes,

**Ella Warren-Cooke (she/her)**

**Nature Recovery Advisor**