



# 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 18<sup>th</sup> March 2024 at 7.00 pm  
Held at the Town Hall, Queens Square.

Present:

Cllr T Taylor – presiding  
Cllr A Westby, Cllr P Wenham, Cllr S Taylor, Cllr Mackinnon, Cllr Dale,  
Cllr De Souza, Cllr J Taylor,  
In attendance – Sharon Smyth - Town Clerk  
Megan Free – Attleborough Partnerships & Project Manager, Breckland Council  
Public x 3

102.23) Chairman Welcome – Cllr T Taylor welcomed everyone to the meeting.

103.23) Apologies for absence – Cllr Bond

104.23) 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

105.23) Public Participation –

106.23) Minutes of the Environment Committee 19<sup>th</sup> February 2024

On the motion of Cllr Wenham, seconded by Cllr S Taylor, it was,  
**RESOLVED** to approve the minutes of the meeting of the 19<sup>th</sup> February 2024.

**ACTION: CLERK**

107.23) Wheel Park Fencing/ Auto Lock Mechanism & CCTV Quotations –

The Clerk informed members she had only received two quotations for fencing and one quotation for auto lock mechanism although three had been sought. The Clerk explained the CCTV cameras were infrared and the LED lights were customary practice so to replace the CCTV would be of no benefit.

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

**RESOLVED** - to suspend Standing Orders

Resident stated it was hoped what the Council was proposing would be a solution to the problem as he had been ignored when the Wheel Park was redesigned.

On the motion of Cllr T Taylor, seconded by Cllr Westby, it was,  
**RESOLVED** – to approve the 2.4-metre-high fencing quotation from G & G Fencing Ltd £5703.80 together with the quotation from First Connect for auto lock mechanism £1,875 total £7578.80 + VAT and proceed with the works.

**ACTION: TOWN CLERK**

Cllr Dale abstained

**108.23) Town Hall Motion Sensor Lighting & Intercom System**

The Clerk explained sometimes it was difficult obtaining quotes, Cllr T Taylor suggested that at the next SORC meeting the Finance Regulations are amended with an appendix of approved contractors for key services. Cllr S Taylor queried if the front entrance to the Town Hall could be made more easily accessible for people with disabilities and pushchair users. The Clerk agreed this would be looked at by an application to Heritage officer but for now progress quotations for the work up to date and then look at additional measures.

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

**RESOLVED** – to accept the quotation for Intercom System £981.30 + VAT from Electric11.

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

**RESOLVED** – to accept the quotation for Sensor Lighting £936.08 + VAT from Electric11

**ACTION: TOWN CLERK**

Also confirm emergency pull cord in disabled toilets is included.

**109.23) Correspondence - Volunteer Days Request**

After a brief discussion it was decided to confirm equipment would be available to borrow and contact details would be passed on and contacts for local charities enquiry.

**110.23) Open Spaces**

- Jubilee Wood Update\_ - The Clerk informed members after a meeting with the school regarding the green and yellow areas on the plan they would like Council to consider using as a mini park area. This would be referred to full Council for resolution. Also arrange a meeting with Hill Development and include Cllr T Taylor, Megan Free to discuss access and give them the obligation of variation and get land ownership in place before December 2024.
- Land at St Edmunds Close development opportunities - Our solicitors are in touch with their solicitors. Cllr T Taylor asked for two more Cllrs to take their ID into solicitors next day to enable progression.
- Blackthorn Road development opportunities – The Clerk is arranging a consultation on this and four other open spaces and planning to advertise widely the 4<sup>th</sup> April on Queens Square during day and then into the Town Hall from 4-7pm but will liaise with Cllr T Taylor by the end of this week as on annual leave next week. Aim to get notices displayed this Thursday 21<sup>st</sup> March.

**111.23) Update on MUGA floodlighting, Recreation Ground –**

The Clerk had tried exceptionally hard but had only received one quotation. Cllr T Taylor informed members the Local Beat Officers had suggested floodlighting to help with anti-social behaviour. The MUGA was a well-used area, and it would enable use during winter months. Cllr S Taylor suggested moving one CCTV camera from Wheel Park to MUGA and consult with residents in the area.

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

**RESOLVED** - to accept the quotation from Electric11 for £5283.88 + VAT.

Cllr Dale abstained

**112.23) Existing Cemetery Queens Road, proposal for planting in oldest section –**

Cllr T Taylor explained that there had been bulb planting recently on burial plots which was not permitted as it makes maintenance more difficult perhaps bulb planting could take place as an

alternative in the older section of the cemetery. Cllr S Taylor stated families still visit this part of the cemetery so they would need to be consulted. It was decided to proceed with the operational side for the moment. The Clerk would on advice from Cllr S Taylor access a large shrub that may need removing before it causes any damage.

**113.23) Second Public Participation (10 Minutes) -**

- Resident suggested moving two CCTV cameras to MUGA

**114.23) Items for the next Agenda - None**

**115.23) Exclusion of Press & Public**

On the motion of Cllr De Souza, seconded by Cllr S Taylor, it was, **RESOLVED** - to close meeting to the press and public due to the nature of the business to be discussed as commercially sensitive. (Public Bodies Admission Act 1960)

**116.23) To Consider a Proposal for the Recreation Ground –**

Megan Free presented options for a project on the Recreation ground from the Shared Priorities Workshop to Councillors. Councillors were supportive of making a recommendation on the draft project to full Council upon finalising any queries which need resolving.

Meeting Closed 8pm