



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

To be held on Monday 22nd April 2024 at 7.00pm

This Meeting will be held at the Town Hall

Cllr J Taylor, Cllr D DeSouza, Cllr P Wenham, Cllr S Taylor, Cllr T Taylor,
Cllr A Westby, Cllr V Dale, Cllr S Mackinnon

Sharon Smyth

16th April 2024

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 18th March 2024 - for acceptance and approval

6 Town Hall Improvements - for consideration and resolution

7 Open Spaces – for consideration and resolution

- Jubilee Wood – Feedback from meeting with Simon Wood/next steps
- Feedback from the Open Spaces Consultation on 4th April 2024
- Feedback from Blackthorn Road Open Spaces Consultation on 20th April 2024

8 SAM2 Request for Hargham Road – for consideration and resolution

9 Report on Church Wall – Recent Collision and Actions to be Taken - for consideration and resolution

10 Book Sale – Feedback on the Event – To Agree Dates for the Next Book Sale –
for consideration and resolution

11 Second Public Participation (10 Minutes)

12 Items for the next Agenda

Expected Meeting Length 1 hour

ATC Environment Committee meeting (22nd April 2024)



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 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 19th 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 19th 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 4th 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 21st 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 Members with a Power Point presentation regarding the Splash Pad project which came about as a result of the Shared Priorities Workshop. There will be a need to consult all Recreation Ground lessees, most especially the Attleborough Town Football Club. The revised lease will have to take into account the Splash Pad if the project is approved. Three locations on the Recreation Ground are being considered but have not yet been finalised. Financing the project is not yet secured but it is hoped to use £150K Ward Members funding and some of the £139K earmarked reserves from the public toilet funds (to be double checked by the Clerk as being able to be used). It was resolved for Megan Free to further develop the project and to take this project forward to full Council.

Meeting Closed 8pm

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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.

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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

6)

From: Anna Lancaster <anna@awmyhill.com>
Sent: Tuesday, April 16, 2024 10:06 AM
To: Attleborough Enquiries <enquiries@attleboroughtc.org.uk>
Cc: anna@awmyhill.com
Subject: Flooring quotation

Good Morning

Hope you are well?

I have put together a price for you. The carpet is a hardwearing carpet, which I would advise is the best for you due to the amount of footfall you have.

The price for the carpet, all disposal of old, prep the floor to allow new carpet to be fitted, and all materials and fitting costs.

Total Price is £5170.00 inclusive of VAT

Many Thanks for asking us to provide you with a quotation for you. Any questions, please do not hesitate to contact me.

Kinde Regards

Anna Lancaster
Company Director
01953 453107

Attleborough Town Hall
Queen's Square
Attleborough
NR17 2AF



ATTLEBOROUGH F L O O R I N G

Quote for replacing the flooring in the hall.

This quote includes all uplift, disposal, new carpet and fitting of all carpet.

Replace carpet from samples provided (colour to be selected) at £38 a meter including fitting, uplift and disposal.

Total £5700

Additional cost may be added if any repairs are needed after uplift i.e. any screed for damaged floor.

A 70% Deposit will be needed to cover cost of materials before hand (£3990) and rest on completion. (£1710)

8)

Attleborough Clerk

From: Attleborough Clerk
Sent: 11 April 2024 15:35
To: [REDACTED]
Subject: RE: Hargham Road 30MPH Speed Signs and Excess Speed Flashing Warning Lights Update Request

Hi Jeremy,

Thanks that is good and I will put this onto the agenda for the next full environment committee meeting which is on 22nd April 2024. If you would like to attend to put the case forward that could be helpful

Kind regards,

Sharon.

Sharon Smyth

Sharon Smyth

Town Clerk

Attleborough Town Council

Town Hall

Queens Square

Attleborough

Norfolk

NR17 2AF

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From: [REDACTED] <[REDACTED]>
Sent: Thursday, April 11, 2024 3:31 PM
To: Attleborough Clerk <townclerk@attleboroughtc.org.uk>
Subject: RE: Hargham Road 30MPH Speed Signs and Excess Speed Flashing Warning Lights Update Request

Hello, Sharon. I can confirm the current speed limit to be 30mph, indicative with there being street lamps, although not currently signed as such except when entering from the Hargham direction where it changes from 40mph.

It looks as if everything was in hand but slow to be implemented.

This is very encouraging news, would you kindly reignite the project to get SAM2s and adequate signage installed ?

Jeremy

From: Attleborough Clerk <townclerk@attleboroughtc.org.uk>
Sent: 11 April 2024 15:19
To: [REDACTED]
Subject: RE: Hargham Road 30MPH Speed Signs and Excess Speed Flashing Warning Lights Update Request

Dear Jeremy,

I have looked at the previous correspondence and can now see the issues may well be separate from the matter on the north of New Road. But I will still double check.

From looking at the emails below it is clear to me that all were in favour of requesting 30mph signs and a SID sign (they are also referred to as SAM2 signs). In my opinion a SAM2 sign works better for the area as they not only remind motorists of speeds they also record the passing traffic speeds and so you get real-time data that is downloadable and can be used in any campaigns to ultimately reduce speeding through public information campaigns, get more traffic police to patrol (or community speed-watch teams) and for zebra crossings and the like.
To save me looking this up or querying what is the current speed on Hargham Rd currently?

There is a scheme that is rolled out annually which is funded by Norfolk County Council for any Highways improvements (Parish Partnerships Scheme), and I believe SAM2 signs are included in the eligibility. But funding for changing speed limits and installing traffic orders is not. I could approach the Town Council to apply for the 50/50 funding to purchase these SAM2 devices. It involves the Town Council pledging to pay for half and Norfolk CC pledging to fund half. Would that be acceptable to you if I take this to Council for approval. The new round of applications is due to open very soon for the year 2025-26. It will need to be properly approved within an agenda item for me to go ahead with the project and not just via an item casually agreed in the public participation.

Kind regards,

Sharon Smyth.
Town Clerk.

From: Andrew Smith <ClrASmith@attleboroughtc.org.uk>
Sent: 17 March 2023 12:15
To: [REDACTED]
Cc: SNT Attleborough <SNTAttleborough@norfolk.police.uk>
Subject: Re: Excess speed on Hargham Road

Dear Mr Howes

Further to your email and to the very detailed response from PC Wicks, I can confirm that I raised your issue at the January 2023 Environment Committee meeting of Attleborough Town Council, as promised. This was recorded under 085.22 Public Participation. It was agreed that the clerk would make representation to Norfolk County Council Highways Department to request 30mph signs and flashing speed indicator signs. I have asked the clerk if she can chase up any progress on this. In addition, your issue was raised at the most recent SNAP meeting. Unfortunately, I was not at this meeting, but I am aware that speeding continues to be a priority for Attleborough, as has been explained by PC Wicks, and I trust that PC Wicks and his colleagues will continue with the appropriate level of speed enforcement.

Yours sincerely

Andrew Smith

Public Participation item for meeting dated 16 January 2023

085.22) Public Participation – • Cllr Smith gave a representation on behalf of a resident on Hargham Road who had asked what initiatives had been taken by the Council and Safer Neighbourhood Team to identify and remedy the excess speed by motor vehicles along Hargham Road. When can we expect these initiatives to be implemented. • Cllr Smith had received information that a traffic survey had been carried out in 2021 with findings of average speeds at 45 mph and not uncommon for 70mph. As there are no 30mph it was agreed the Town Council would make direct recommendation to Norfolk County Council Highways to put 30 mph signs along Hargham Road and speed monitor flashing signs.

Wording in email from Jeremy ████████ to SNT PC Wicks 7 December 2022

I would estimate the average speed to be around 45 mph, and it is not uncommon to witness speeds of up to 70mph, once by a fully liveried Royal Mail van.

I understand why the Police are short on resources to provide an adequate deterrent by way of speed checks and possible fines, therefore, would it not be a better idea to treat the cause of the speeding by making drivers aware of the 30mph speed limit with visible 30mph signage and better still, by installing 'Your Speed' indicators at strategic points along the road ?

Kind regards,

Sharon.

Sharon Smyth

Sharon Smyth

Town Clerk