



You are summoned to the Meeting of Attleborough Town Council  
Planning & Highways Committee  
To be held on Monday 17th June 2024 at 6.30pm  
This Meeting will be held at the Town Hall  
Cllr A Westby, Cllr V Dale, Cllr Tyrer, Cllr Reynolds, Cllr Thwaites, Cllr T Taylor,

*Sharon Smyth*

11<sup>th</sup> June 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 -
- 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 Planning & Highways Committee 3<sup>rd</sup> June 2024 – acceptance and approval
- 6 Planning Matters –
  - a) Planning Applications (Not due yet)
- 7 Neighbourhood Plan Update - for consideration and resolution
- 8 Cemetery Land - for consideration and resolution
- 9 Car Parking - for consideration and resolution
- 10 Benches Survey London Road - for consideration and resolution
- 11 Second Public Participation (10 Minutes)
- 12 Items for next Agenda

Expected length of meeting 30 minutes



Minutes of the meeting of the Attleborough Town Council  
Planning & Highways Committee  
held on Monday 3<sup>rd</sup> June 2024 at 6.30pm  
Held at the Town Hall, Queens Square.

5)

**Present:**

CLlr A Westby – Presiding  
CLlr Dale, CLlr Thwaites,  
Sharon Smyth – Town Clerk  
Public x 5

29.2024) Welcome by Chairman – CLlr Westby welcomed everyone to the meeting.

30.2024) Apologies for Absence –

CLlr T Taylor  
CLlr Tyrer

31.2024) 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)* – None received.
- b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests.  
None received.

32.2024) First Public Participation (10 Minutes) –

- It was queried what TIC was
- The Clerk confirmed Tourist Information Centre

33.2024) Minutes of the Planning & Highways Committee 20<sup>th</sup> May 2024

On the motion of CLlr Thwaites, seconded by CLlr Westby, it was.

**RESOLVED** – to accept and approve the minutes of the Planning & Highways Committee held on 20<sup>th</sup> May 2024.

**ACTION: CLERK**

34.2024) Planning Matters

a) Planning Applications (Not due yet)

3PL/2024/0429/A – ATTLEBOROUGH: Attleborough Motor Works, St Leonards Motors Buckenham Rd – Proposed removal of existing signage & installation of No 6 signage, 5 illuminated & 1 non-illuminated signs Toyota brand signage – No comments.

3PL/2024/0354/HOU – ATTLEBOROUGH: 15 Fairfield Drive – Rear Oak Framed Garden Room – No comments.

3PL/2024/0446/HOU – ATTLEBOROUGH: 86 Hargham Road – Proposed replacement garage – No comments.

**ACTION: CLERK**

**35.2024) Neighbourhood Plan Update**

The Clerk informed members she was endeavouring to find and approach Steering Group members.

**ACTION: CLERK**

**36.2024) Cemetery Land –**

The Clerk informed members a Zoom meeting had been arranged for 2<sup>nd</sup> July 2024 with the consultants and all Planning & Highways committee members would be invited, time to be confirmed.

**ACTION: CLERK**

**37.2024) Car Parking**

The Clerk was in the process of assessing all car parking areas including lay by parking. Breckland Council had carried out a comprehensive survey in 2017 on the three car parks they own, and their report is extremely useful. The Clerk would provide a table that could be produced for Attleborough Development Partnership to further.

**ACTION: CLERK**

**38.2024) Benches Request for Norwich Road –**

The Clerk had carried out an assessment of the road, identifying three possible locations Plumstead Drive, Kenan Drive and bus stop opposite No 52 Norwich Road all subject to NCC Highways approval

**ACTION: CLERK**

**39.2024) Second Public Participation (10 Minutes) –**

- A request for a similar survey for benches for London Road was made
- The Clerk confirmed it would be possible.
- 6<sup>th</sup> June proclamation queried
- Clerk confirmed RBL event
- Benches reinstalled outside what was the Post Office.

**40.2024) Items for the next Agenda**

Bench survey for London Road

Meeting closed 6.40pm.