

# **ATTLEBOROUGH TOWN COUNCIL**

**Minutes of a meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on 4 August 2008 at 7pm.**

## **PRESENT**

Cllrs V Dale (Chair), N Keach, G Farrow, S Schucroft, A Marchant, A Sturt, G Firman, R Reynolds, K Pettitt, S Taylor; H Elias (Town Clerk); members of the press and public.

## **1 TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllrs B Waters (unwell), R Laurence (work commitment), Mrs D Francis (unwell), S Middlebrook (home emergency)

## **2 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW A PERIOD OF PUBLIC PARTICIPATION** (maximum 10 minutes in duration – NB: a second period of public participation will be allowed at the end of the meeting)

**It was proposed by Cllr Keach and carried by Council that the meeting be adjourned for a time for members of the public to speak.**

No topics were raised.

**The meeting was reconvened.**

## **3 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW:** None

## **4 TO RECEIVE THE CHAIRMAN'S REPORT** (refer to diary list)

Mrs Dale noted the various meetings she had attended. She offered the Council's condolences to Town Councillor Mrs M Byrne and District Councillor K Martin on their bereavements. She congratulated the Town Clerk on gaining her CiLCA qualification, and commented that the Council was continuing with its bid for Quality Status.

## **5 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING** (previously circulated)

The minutes were agreed and signed with the following amendment:

Item 13: New Members on Council Committees: "Health & Safety Committee" was added to Cllr K Pettitt's list of committees.

## **6 TO CONFIRM AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING ON THE LDF SITE SPECIFICS MEETING** (previously circulated)

The minutes were agreed and signed. The LDF & Transport Committee will meet on Thursday 7 August at 7pm.

## **7 TO RECEIVE A BRIEF UPDATE ON ANY ITEMS NOT LISTED BELOW** (NB Information only – no resolutions may be passed)

i) Queens Square: The police can only move players of ball games from the green on grounds of traffic safety.

## **8 TO RECEIVE AND APPROVE COMMITTEE MINUTES:** (refer to enclosed documents)

i) Planning, LDF & Transport x 2: Council had written to Breckland Council regarding the refusal of permission to the proposed McCarthy & Stone development in Queens Road on the s106 agreements. Both the Head of Planning & District Cllr Howard-Alpe had replied. The Town Council is concerned that small developments will take place which do not fall into the

current s106 agreements. The LDF Committee has been re-instated as it is important for the future shaping of the town.

ii) Town Hall: Two quotes have been received for the damp in the kitchen wall.

iii) Open Spaces: There has been no damage to the Recreation Ground following the Carnival. The Carnival Committee's AGM will take place on 11 October 2pm-4pm at the Town Hall. Breckland's Surplus Land officer will obtain a valuation from the District Valuer for open areas behind Cyprus Road. Trees on Gaymer's Meadow could be reduced by 50% as result of a request from a member of the public. A grave has been covered in shingle; the Clerk has had little success to date in contacting the family. The matter will be dealt with by the Open Spaces Committee at its next meeting.

iv) Finance: Free banking has ended; Council is no longer entitled to Business Rates relief on the Town Hall as it pays rates on the toilets and must pay at the standard rate rather than the small business multiplier. Computer packages are being investigated for the Council as the Council's requirements for managing its finances have expanded.

v) Festival: Cllr Farrow thanked everyone on the Committee for their "unceasing hard work" towards the Festival weekend on 20 & 21 September.

vi) Others: None.

## **9 TO RECEIVE REPRESENTATIVES' REPORTS**

i) Boxing: Cllr Reynolds had visited the Attleborough branch of the Dereham & District Boxing Club located in the Attleborough Community Boxing Gym in Leys Lane. He reported that the club was well-organised and very busy, the facilities good, the members well-disciplined, and that the money donated by the Town Council and the LAG (Police) for use in Attleborough had been invested in the Attleborough branch for the benefit of the town's residents.

ii) Norfolk Local Transport Plan: Cllr Farrow had attended a transport seminar; future plans include extra trains and extra capacity on each train on the Norwich – Cambridge line, including a proposed shuttle service from Norwich – Thetford. Signalling is to be upgraded which should allow the crossings to be improved. Attleborough Station lighting is to be improved and the canopy is to be painted; the car park was noted as inadequate and could be re-modelled. No mention was made of station toilets. It appears that Norfolk CC and Breckland are not in tandem with regard to transport policy.

iii) Connaught Hall: It was reported that the next meeting will be 13 August 2008.

## **10 TO CONSIDER THE RECOMMENDATIONS MADE BY THE INDEPENDENT INTERNAL AUDITOR (previously circulated)**

The Internal Auditor was pleased that the measures she had recommended the previous year had been implemented. The Mayor noted that the Council's finances are transparent. "Urgent Business" has been removed from agendas following clarification of the law. Thanks were expressed to Cllr Farrow, Mrs Blyth and Mrs Elias for putting new systems in place over the past year.

## **11 TO RECEIVE DETAILS OF JULY'S FINANCIAL STATEMENT (refer to enclosed documents)**

It was noted that the Council is a third of the way through the financial year and has spent 19.5% of its net revenue budget. The Highways Surveyors Land Charity capital is invested in a 6 month bond which brings in a higher rate of interest. The Town Council's reserves are in a Savings account so it is more accessible. The £275,000 sum from the toilets is invested with the Council's reserve.

## **12 TO AUTHORISE PAYMENT OF BILLS AND CHEQUES (refer to list)**

A query was raised as to whether the Bowls Club fencing had been checked. Toilets business rates are paid monthly for 10 months. The Clerk will request suspension of the rates during refurbishment when a starting date has been confirmed. **ACTION: Town Clerk**  
**It was proposed by Cllr Farrow and carried by Council that the cheques be authorised.**

### **13 TO DISCUSS THE PROVISION AND SITING OF A YOUTH VENUE**

The Town Council has been offered a mobile worth £50,000-£60,000. It would be the Council's responsibility to arrange transport, site it and organise the necessary permissions. Talks have taken place with the Police Architectural Liaison Officer, and the Safer Neighbourhood Team, who have suggested that the Recreation Ground at the Thieves Lane end beyond the Pavilion would be the best site, as the building must be open, seen and easy to reach. The project would be manned by a trained youth worker and CRB checked volunteers. A Management / Steering Committee (including young people and young people training for vocational qualifications) would be set up to manage the building. It would be low key to begin with but had the potential to grow. A business plan and the involvement of young people should ensure that funding would be available. Internally the mobile is flexible, but has toilet facilities installed. Mains services would need to be connected. Planning permission would be needed and re-siting should take place before the end of September. Concrete footings will have to be built. A press release should be put out asking for volunteers. **ACTION: Town Clerk & Cllr Pettitt**

**It was proposed by Cllr Keach and carried by Council that the mobile should be sited on the Recreation Ground at the Thieves Lane / Besthorpe Road end.**

### **14 TO RECEIVE AN UPDATE ON THE TOILETS**

An e-mail has been received from Interpublic; they hope to appoint a contractor this week and the probable starting date is now early September.

### **15 TO AGREE THE TERMS FOR THE ATYFC LEASE**

Terms suggested by the Open Spaces Committee:

Lease for 25 years with a ground rent of £150 per annum; there should be no subletting without permission from the Town Council; the building should be insured by ATYFC; the building is to be used for sporting purposes only; in the event of the club closing ATYFC should remove the building at their own cost, remove the concrete and replace the grass; the building should be kept in good repair, and the public right of way should not be obstructed at any time.

**It was proposed by Cllr Reynolds and carried by Council that, subject to legal advice, the provisions of the new lease should be as agreed at the Open Spaces meeting.**

### **16 TO AGREE AN INCREASE OF 50% ON THE EXISTING 08-09 BUDGET FOR LITTER BINS, DOG BINS AND BENCHES**

A query was raised as to whether the Town Council would be charged for an increased number of bins. Currently the Clerk is authorised to spend £1,000 on each of litter bins, dog bins and benches without bringing quotes before full Council. There is a long request list for dog & litter bins which cannot be satisfied out of the current budget.

**It was proposed by Cllr Reynolds and carried by Council that the current year's budget be doubled to £2,000 on each of litter bins, dog bins and benches. ACTION: Town Clerk**

### **17 TO RECEIVE DISTRICT COUNCILLORS' REPORTS**

Mrs Howard-Alpe was unable to attend, but had sent an e-mail:

Re: 25 Queens Road development: Breckland's view was that McCarthy & Stone had not signed the s106 agreement within the given timeframe.

CCTV Review: procurement process is expected to be completed by October 2008.

### **18 TO DISCUSS AND ACT UPON CORRESPONDENCE RECEIVED (refer to attached summary of correspondence)**

i) Norfolk CC Besthorpe Road surfacing 13/08/08 for 12 working days – road closure & diversion: Stage 1 Bunwell Road – Kingfisher Road 13-15 August; Stage 2 Kingfisher Road –

Lomond Road 18-19 August; Lomond Road- Thieves Lane 20-22 August; replacement of speed humps 25-27 August. Work will cost £95,000.

ii) Letter from Atkins Global re proposed improvement planting to the roundabout on the A11 (Breckland Lodge): expressing doubt as to ownership of road either side of roundabout. A subsequent letter has been received from the Highways Agency detailing the expense and procedures required for a roundabout planting project. “Deeply Rooted” are to be informed.

**ACTION: Town Clerk**

**The following are for information only – no resolutions may be passed:**

- iii) Boundary Committee for Local Government Reform: a single new unitary council for Norfolk & Lowestoft has been proposed. Two other proposals were deemed to have merit – a single council for Norwich Gt Yarmouth & Lowestoft with another council for the rest of Norfolk; a single council for a Greater Norwich with another council for the rest of Norfolk & Lowestoft. Consultation runs until 26 September.
- iv) The Norfolk County Association has organised a series of Question & Answer sessions on the Boundary Committee’s proposals. Details from Clerk’s office – booking is necessary.
- v) A card of thanks from Mrs Lesley Winser to the Town Council for the carriage clock, which was greatly appreciated.
- vi) Two traffic orders have been consolidated for the parking spaces in Queens Square. All the spaces will be limited to 30 minutes with return within 1 hour. Two disabled spaces will remain.
- vii) Norfolk Waste Partnership Conference & AGM will take place on 23 October at the John Innes Centre in Norwich. Attendance is free, booking is essential. Details from Clerk’s office.
- viii) Update on First Responders – the Council-bought defibrillator has been put to good use
- ix) Rural Enterprise Valley (REV) Project Phase 1 will end in September 2008.
- x) Hazardous waste amnesty days: These will take place at Snetterton on 13 & 14 September and Ketteringham on 4 & 5 October free of charge.
- xi) Norfolk Rural Community Council has a new development officer working for the Breckland area. Details in the Clerk’s office.

**19 TO RECEIVE INFORMATION ON TOWN AFFAIRS (NB information only – No resolutions may be passed)**

- i) The beauty of the flowers in town (AIB Project) was commented on by several councillors. It was hoped that the display would still be out at the Festival on 20 & 21 September.
- ii) Wayland Court alleyway has been the scene of anti-social behaviour again near Lidl’s
- iii) There has been a delay due to legal reasons with the re-routing of the public right of way near Sainsbury’s
- iv) The Council has applied for various grants for the Mayor’s Youth Project.

**20 TO RECEIVE ITEMS FOR NEXT MONTH’S AGENDA.**

- i) Toilets
- ii) Youth Venue
- iii) Inspector Hayes’s Q & A session
- iv) Policing

**21 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW A PERIOD OF PUBLIC PARTICIPATION (NB: 10 minutes maximum)**

**It was proposed by Cllr Keach and carried by Council that the meeting be adjourned for a time for members of the public to speak.**

Items raised: Boxing Club; repair & replacement of bench seats; bottle bank promotion; EDP Pride in Norfolk; Attleborough In Bloom Project – thanks for watering & plans for winter flowers; Breckfest; Attleborough Festival; local businesses.

**The meeting was reconvened.**

**22 THE DATE OF THE NEXT MEETING WAS CONFIRMED AS MONDAY 1 SEPTEMBER 2008 AT 7pm**

**The meeting closed at 8.30 pm**

**Chair:**