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ATTLEBOROUGH TOWN COUNCIL

Minutes of the meeting held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 4 February 2008 at 7pm.

PRESENT

Cllrs V Dale (Chair), N Keach, B Waters, J Burton, G Farrow, J Horswell, R Laurence, P Neal, D Francis, R Reynolds J Sparke; H Elias (Town Clerk); District Councillors, members of the press and public.

1 TO ACCEPT APOLOGIES FOR ABSENCE:

Apologies were accepted from: Cllrs M Byrne (family commitment), S Middlebrook (unwell), A Free (detained at work), S Schucroft (in hospital)

2 QUESTION AND ANSWER SESSION WITH MATT ATHERTON, STREETSCENE OFFICER, BRECKLAND DISTRICT COUNCIL

Street Scene is not the department responsible for the toilets. Questions raised were:

- i) The detritus left after Friday & Saturday nights. Breckland have altered the street cleaning schedule to enable Attleborough to be cleaned ahead of Watton on alternate Saturday mornings. Mr Atherton concurred any change for the better would need extra resources and agreed to refer the matter to his managers.
- ii) Services contracted-out by Breckland. Mr Atherton understood the contract to be c£3m over 10 years. This covers several services.
- iii) Litter on the A11. Recent areas cleaned included three large stretches between Silver Street and the Shell garage in the direction of Norwich, Hypocrite Lane to Breckland Lodge in the direction of Thetford and Besthorpe Bridge to the garage. In lay-by / parking areas operatives must work 1.2 m away from traffic. Councillors commented on the lack of change over 5-6 months.

3 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 Waters and carried by Council that the meeting be adjourned to allow public participation.

Matters raised were: who to contact regarding dead animals; fly tipping outside charity shops; the large number who attended the open meeting re Sports & Leisure facilities; the need for parking spaces in Attleborough with the advent of 4,000 proposed new houses; the erroneous information given to Active Norfolk regarding Attleborough's requirements for sports facilities. The Mayor thanked Mr Atherton for his time.

4 TO PUT TO THE CHAIR ANY URGENT BUSINESS [under the Local Government Act 1972 Section 100 (B)(4)(b)]

It was proposed by Cllr Waters and agreed that the Kickwall and Skatepark noise filling should be discussed.

- i) The Kickwall project in London Road was discussed. £7,000 has been received from Overboard, £2,306 from the LAG (Police Meeting). The project will not affect the precept.

It was proposed by Cllr Keach and carried by Council, that the quote from Record RSS for Kickwall and basketball hoop be accepted. ACTION: Town Clerk

- ii) Skatepark noise abatement. Following complaints from residents two local firms have agreed to enclose the areas under the ramps with metal frames and inject foam balls and glue to muffle the sound. If this is successful it would be possible to remove the baffle board. Half the

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cost has been raised by sponsorship and the remaining c £1800 would be met by the Mayor's Youth Fund.

It was proposed by Cllr Keach and carried by Council that the project should be undertaken and funded by sponsorship and the Mayor's Youth Fund.

5 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW:

Cllr Neal declared an interest in Item 19 as his company is a recipient of a cheque.

6 TO RECEIVE THE CHAIRMAN'S REPORT (see attached sheet):

No questions were received

7 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING.

The minutes were agreed and signed

8 TO RECEIVE A BRIEF UPDATE ON ANY ITEMS NOT LISTED BELOW

Item 12 ATYFC Lease: A meeting will take place between representatives of the Club, Town Council and the Solicitor.

Item 13 Burial records storage: Firesafe cabinet has been delivered

Item 18 i) Breckland letter re s106 agreements. No reply as yet.

Item 18 v) M & Co: Mayor had had a meeting with managers. Removal of roof overhang is to be considered. Paving will be repaired. Thanks were expressed to the groundsman for clearing the alleyway.

Item 19 ii) Youth Forum: This had been a request for an agenda item not AOB

Item 19 iii) Dangerous stay wire. This has not been removed.

Item 19 v) Visirails at Connaught Plain are on order.

Alcohol signs: Progress on these will be reported at the next LAG meeting

9 TO RECEIVE AND APPROVE COMMITTEE MINUTES

i) Planning x 2: This evening committee had recommended refusal on three applications; change of use at former Trimmers in High Street to take-away; McColl's retrospective application for large "Booze buster" sign; Woody's haulage

ii) Town Promotion: No queries

iii) Town Hall: Photographs of Mayors & Clerk to be done "in house". Queries were raised as to why only two teapots were recommended for purchase, and the updating of the booking form. Cllr Sparke was praised for her efforts on the refurbishment of the Town Hall Ladies' toilets. A big difference had been made at a small cost.

iv) Open Spaces: Queens Square signs - most suitable material had been ordered, rather than the least costly. Money for youth shelters is being raised. Project quotes will be brought to full Council. Dog Fouling signs have not materialised from Breckland Council. Quotes have been received for the maintenance and service of the large mower as follows:

Bartram's Mowers Ltd	£950.00 + VAT
Ben Burgess Garden Equipment:	£1408.09 + VAT
Randell NFM	£875.00 + VAT

It was proposed by Cllr Keach and carried Council that the work be undertaken by Randall NFM

v) Finance: No questions

vi) Others, including Representatives' Reports: Mayor, Clerk and Chairs of LDF & Planning are to have a meeting with other organisations and a developer. There had been a presentation at the school about an on-line platform, which had potential to expand. Cllr Laurence had attended a School Council meeting. Cllrs Dale, Farrow and Laurence were attending a meeting on 6 February with youth groups.

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10 TO APPROVE THE AMENDED ANNUAL RETURN

The return has previously been compiled on a Receipts & Payments basis. Now that the Council's turnover is in excess of £200,000, the Audit Commission requires this to be done on an Income & Expenditure basis listing debtors and creditors at the financial year end. The amended return must be approved by Council, initialled, signed and resubmitted.

It was proposed by Cllr Farrow and passed by Council that the amended Annual Return be approved.

11 TO AGREE THE DEMOLITION OF THE TOWN HALL SHED

The shed is in need of major repairs and is potentially unsound. The building is of no interest to the Historic Buildings Officer at Breckland. Planning permission will be needed for the demolition of a building in the Conservation area and the temporary siting of containers. Quotes have been received for the demolition of the Town Hall shed, however, none include costings for buttresses for the party wall. The new owner of Barclays and the solicitor should be contacted regarding ownership of the wall. **ACTION: Town Clerk**

The cost of containers for storage of Town Hall furniture and Christmas Lights is to be investigated. **ACTION: Town Clerk**

More detailed quotes should be sought regarding the demolition costs including the cost of buttresses to support the party wall reducing its height to the line of Norfolk Red bricks and capping them. Cllr Reynolds to give specifications. **ACTION: Cllr Reynolds & Town Clerk**

It was proposed by Cllr Laurence and carried by Council that planning permission be sought to demolish the existing building and use the site for one or more temporary containers, and that the Town Hall shed be demolished.

12 TO APPROVE THE AMENDED FINANCIAL RISK ASSESSMENT

The Finance Committee has reviewed the Financial Risk Assessment and suggested amendments.

It was proposed by Cllr Farrow and carried by Council that the amended Financial Risk Assessment be approved.

13 TO AGREE TO INSTRUCT THE SOLICITOR TO ACT REGARDING THE TRANSFER OF THE TOILETS FROM BRECKLAND

Breckland's legal representative has confirmed that there will be no conditions on the commuted sum and that documents are to be sent to Council's solicitor. The "footprint" to be transferred has been extended to include the three disabled parking bays, the footway to the side of the building plus an area behind the building.

It was proposed and carried by Council that the solicitor be instructed to act for Council regarding the transfer of the toilets. ACTION: Town Clerk

14 TO AGREE THE REFURBISHMENT OF THE TOILETS

Third presentation has been given, specifications decided on and new quotes sought. The commuted sum is to be used for refurbishment and the remainder invested, with interest paying for cleaning costs.

15 TO AGREE TO EMPLOY A CLEANER FOR THE TOILETS

A discussion took place on various options for cleaning. More research is needed.

It was proposed and carried by Council that options be investigated for the maintenance and cleaning of the toilets in the interim period between their handover and refurbishment. ACTION: Town Clerk.

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16 TO INFORM COUNCILLORS ABOUT THE ANNUAL TOWN ASSEMBLY TO BE HELD ON MONDAY 3 MARCH AT 7PM

The Annual Assembly is a meeting of the electors of the parish of Attleborough, rather than a Town Council meeting. It is an opportunity for electors to express their views publicly, to discuss parish business and pass resolutions by majority vote, although the resolutions are not binding on the Town Council. Representatives of the Police, the Planning Authority and the District & County Council are invited to answer electors' questions, and the Chair of the Town Council chairs the meeting. Members of the public who are not on the electoral roll for the parish may attend, but may not take part in the proceedings. Business transacted at a parish meeting includes provision of allotments and the presentation for the accounts for the local charities. Other items may be raised from the floor. The Town Council would discuss items raised at the Annual Assembly at the following Council meeting.

The previous year local organisations were invited to send a representative to man a small table in the Bar Area at the Town Hall as a showcase for their group's activities and the Attleborough Community Awards were instigated. These will be repeated this year.

17 TO RECEIVE FEEDBACK FROM THE SPORTS & LEISURE CONSULTATION MEETING

The meeting had been well attended. Views were being typed up at the school. Details will be on school website and Attleborough online. Those who had offered to be on the Forum / Steering Committee would be notified when the venue and date had been confirmed. Councillors expressed anger that Active Norfolk had a misconception of what the people in Attleborough wished for. A letter is to be sent to Active Norfolk to clarify Attleborough's views. **ACTION: Town Clerk**

18 TO RECEIVE DISTRICT COUNCILLORS' REPORTS

The sports & leisure public meeting was commended. It was noted that there were few women who would be on the steering group; more should be encouraged, and the whole community involved.

The licensing of HMOs was in progress.

A "post-mortem" had been conducted on May's elections. It was likely Breckland would revert to a manual count. A query was raised about the use of the designation "independent" on election papers. Complaints had been received about the lighting in the Town Hall at the election.

The DVD on driving was being distributed as part of the Accident Reduction Partnership's efforts. The aim was a 70% reduction in deaths in the 17-25 age range in 18 months.

19 TO AUTHORISE PAYMENT OF BILLS AND CHEQUES (see sheet given out)

Queries were raised about the subscription to the County Association, the VAT with regard to the Scout's climbing wall, controls over the purchase of fuel and Christmas lights calculations.

20 TO RECEIVE DETAILS OF JANUARY'S FINANCIAL STATEMENT

(see sheet given out)

Not available

21 TO DISCUSS CORRESPONDENCE RECEIVED

- i) Attleborough Churches Together wish to hold a short service on Queens Square on Good Friday morning with a sound system to enable them to be heard over the sound of the traffic
- ii) "The Lighthouse" a charity run by Christ Community Church is hosting a free Youth Event on 23 February at Connaught Hall between 7.30pm-9.30pm
- iii) Suggestion for dates from Trevor Holden CEO for Clerks and Mayors to meet with Breckland over the next year

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- iv) Norwich Road puffin crossing will be installed and the road will be temporarily closed for installation and resurfacing works from 11 February-17 February for about one week.
- v) During the work to the Norwich Road First Buses will be unable to serve Besthorpe. Buses will enter Attleborough at the Queens Road Junction and travel around the one-way system.
- vi) Letter from a resident about dog fouling in front of the greengrocer's
- vii) Letter from resident re Gypsy and travellers' sites. Individual Councillors have received letters and responded.

Documents to be held in Clerk's office for consultation:

- i) Norfolk CC Minerals & Waste Development Framework – Core Strategy & Development plan
- ii) Norfolk CC Minerals & Waste Development Framework – Waste Site Allocations Development Plan Document – Issues & Options
- iii) Norfolk CC Minerals & Waste Development Framework Plan - Minerals Site Allocations – Development Plan Document – Issues & Options

22 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA. (AOB- information only)

AOB:

- i) Boxing Club update
- ii) Town flag has become tattered
- iii) Town Archive – a visitor has used the archive to resource material for a book to be illustrated with pen drawings. It should be published by Christmas 2008.
- iv) CiLCA
- v) Carnival Committee
- vi) Citizens Awards will be continued at this year's Annual Town Assembly
- vii) Network Rail – Attleborough station is unkempt
- viii) Attleborough High School won a logo competition for a youth promotion
- ix) CAG meeting – resident raised state of Queens Square Car Park and lights
- x) Play parks are expected to be transferred by 1 April 2008-02-29
- xi) The Ballwall lead time is about six weeks
- xii) Following a fight in town on the previous Friday night five arrests had been made, two were released with a £60 fine, one was for assault and charges will be pressed, one was banned from town, when he returned on Saturday he was issued with an ASBO. Only youths from Wymondham and Norwich were arrested. No Attleborough youths were arrested.

Agenda:

- i) Bottle Bank ii) Press & Publicity

23 TO AGREE A RESOLUTION THAT THE MEETING BE ADJOURNED TO ALLOW A PERIOD OF PUBLIC PARTICIPATION

Matters raised were: Travellers' site; the proposed 4,000 new homes; infrastructure requirements; the LDF consultation; misrepresentation of Attleborough's needs to Active Norfolk; Skateboard park noise; Attleborough online information about the Sports & Leisure meeting

24 The date of the next meeting was confirmed as Monday 10 March 2008 at 7pm

The meeting closed at 9.40pm.

Chair: