

# **ATTLEBOROUGH TOWN COUNCIL**

**Minutes of the meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 6 July 2009 at 7pm.**

## **PRESENT**

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

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

Apologies were accepted from Cllr B Waters, S Schucroft (both holidays), Mrs D Francis (family commitment), and R Laurence (resigned).

## **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 to allow the public to speak.**

No items were raised:

**The meeting was reconvened.**

## **3 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW**

Cllr Reynolds declared an interest in Item 15 as his partner had written the letter.

Cllr Farrow declared a personal interest in Item 21 x) as he lives on the estate.

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

The Mayor welcomed Councillors, the District Councillors and members of the public, with a special welcome to new councillor Nathan Bray and District Councillor Simon Rogers. The Mayor had unveiled a plaque at Brooklyn House; the LCAS seminar on hall management and risk management had been very useful and interesting. The *Tom Paine 200* celebrations in Thetford were superb, including dancers and a historic battle re-enactment with muskets fired.

## **5 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING AND THE EXTRAORDINARY DOCUMENTS REVIEW MEETING** (previously circulated – factual discrepancies only)

The minutes of the June full Council meeting were agreed and signed.

The minutes of the extraordinary meeting were agreed and signed.

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

No updates were given.

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

### **i) Planning x 2:**

The anaerobic digestion unit plans had been withdrawn. Sainsbury's application had been turned down. The WI petition had presumably been sent direct to Breckland.

### **ii) Town Hall: Flooring:**

Two quotes had been received for the hall and corridor. It was intended to match the flooring to the committee room with a contrasting colour under the lift area.

New Line (UK): £1,947.43 + VAT

Richard Jourdan Flooring: £1,273.93 + VAT

**It was proposed by Cllr Middlebrook and carried by Council that the work be undertaken by Richard Jourdan Flooring**

A non-toxic fire-retardant has been sourced by the industrial chemist at Classic Finishes for the panelling, which can be applied directly to the rubbed down surface of the previous product by the caretaker; re-use of the original toxic substance would require a specialist company to apply it to the bare wood and the hall to be well ventilated. This would be very costly and disrupt the hiring. A sample of the non-toxic product was requested as it was being bought-in specially and payment was required in advance. **ACTION: Town Clerk**

Barclays Bank building – flats: Mr Litten had telephoned and promised that the problem with the foul waste pipe would be resolved.

iii) Open Spaces:

A complaint had been received about rubbish at the London Road play area and it was suggested that the bins were located in the wrong place. The slide at the Recreation Ground was out of use due to damage to the safety surfacing. The schools broke up on 17 July and the next Open Spaces Committee meeting was 20 July. It was agreed to hold a site meeting on Wednesday 8 July at 7pm. **ACTION: Open Spaces Committee.**

iv) Health & Safety:

The Mayor and Clerk had attended the LCAS seminar, emphasising a council's responsibilities and how court cases might be defended – written risk assessments and recorded inspection checklists are the minimum. Hall Management was highlighted; the Town Council was meeting the requirements for hall management.

## **8 TO RECEIVE REPRESENTATIVES' REPORTS**

i) Boxing Club: An enquiry had been made of the Council and the Police LAG re donations given to the Attleborough Branch of the Dereham & District Boxing club for equipment, enquiring if that equipment could be transferred to the Attleborough Amateur Boxing Club. The Community Boxing gym had assured the Clerk that they intended to re-open w/c 8 June, but this did not appear to have happened. Attleborough Amateur Boxing Club was open Monday – Thursday 6-9pm and there was a special Ladies' Boxercise class on Tuesday evenings. The club had over 60 members.

ii) Twinning: no further news.

iii) Connaught Hall: a meeting would take place on Wednesday 8 July. It was planned over several years to refurbish the kitchen, stage curtains, blackout curtains and possibly extend to the rear of the building.

iv) Others: A CCTV meeting was planned for Thursday 9 July. Cllr Middlebrook would attend. Rev'd Michael Aisbitt was leaving Attleborough after nine years.

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

Cllr A Byrne was now on the Norfolk Police Authority and was Chair of the Fire and Community Committee which included Trading Standards. He was also a member of the P & T, Children's Services and Treasury Management.

Cllr S Rogers was newly elected and expected to be a member of the Planning Committee and possibly one other.

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

There were no queries about the statement. The Council is within budget.

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

The reservations regarding payment in advance for the fire-retardant produce were repeated.

**It was proposed by Cllr Keach and carried by Council that the cheques should be authorised for payment with the exception of the cheque to Classic Finishes until a sample had been received.**

**12 TO APPROVE THE INTERNAL AUDITOR'S REPORT AND AGREE THE ACTION REQUIRED**

The Internal Auditor's Report had not yet been received.

**13 TO PASS A RESOLUTION THAT THE COUNCIL'S INTERNAL AUDIT MEASURES ARE ADEQUATE AND EFFECTIVE**

**It was proposed by Cllr Keach and carried by Council that the two resolutions above should be held over until the Internal Auditor's report was received.**

**14 TO RECEIVE INFORMATION ON THE LDF PLANNING INSPECTION TO DATE**

The inspection was looking at every aspect of planning and infrastructure. Friday 10 July would concentrate solely on Attleborough and Snetterton. Cllr Marchant was to attend the sessions on Tuesday 7 July. The Core Strategy appeared to pluck figures out of the air and much of the wording was ambiguous. However, it would be difficult to prove that the document was unsound.

**15 TO DISCUSS PARKING SOLUTIONS FOR ATTLEBOROUGH (refer letter received)**

Cllr Reynolds declared a personal interest as his partner had written the letter, which requested parking facilities for those who lived too far away to use public transport, but worked in Attleborough all day. Breckland Council had previously voted against charges in their car parks. On-street parking was still a criminal / police matter. Powers would not be given to Accredited Persons or PCSOs to issue fixed penalty notices for parking infringements. Decriminalisation could take place on payment of £250,000 by an authority – if LGR came into being the new authority would also have to pay this amount to enforce on-street parking restrictions.

Swaffham had an agency agreement with Breckland to enforce the two-hour limit on free parking in their car parks. A tiered system of payment in Breckland's car parks was discussed, similar to that in South Norfolk, with the initial parking free of charge to assist local businesses.

**It was proposed by Cllr Keach and carried by Council that a letter should be written to the Chief Executive and District Councillors requesting that Breckland look at the possibility of charging in their car parks as follows: Parking 6pm-6am should be free; Sundays should be free all day. Otherwise the first two hours should be free, a minimal amount should be payable for 2-4 hours parking and the cost should rise steeply after that.**  
**ACTION: Town Clerk**

**16 TO RECEIVE AN UPDATE ON THE PROPOSED TOWN NOTICEBOARD**

Codair were about to start contacting businesses for advertising for the Town maps on boards. Folding maps would be distributed to those businesses who had bought advertising on the board maps.

**17 TO RECEIVE AN UPDATE ON THE HANDOVER OF THE PLAYPARKS**

The matter is dragging on. Concern was raised that Breckland might insert a clause in addition to any covenants which were already on the pieces of land to gain from the uplift in value if any open spaces were sold for development. This would prevent deals being struck in which several small pieces of open spaces were exchanged / sold for a larger, more appropriate piece of land. The five Clerks had suggested that wording might be introduced which would prevent 50% of any increase in value going to Breckland if land were sold for Recreation purposes.

**It was proposed by Cllr Keach and carried by Council that at their handover Attleborough Town Council should have sole ownership of the playparks. Council will not agree to additional clauses allowing Breckland Council to benefit from the uplift in value if the land is sold on. Attleborough Town Council would only sell for development to re-invest to improve recreational facilities in the town.**

### **18 TO AGREE THE PURCHASE OF LITTER BINS**

The Clerk has previously been granted permission to purchase litter and dog bins to the value of £1,000 without taking the matter to full Council. Recent quotes would provide four metal litter bins for £1,000. A previous attempt to buy more bins made of plastic had resulted in vandalism to the bins. Open Spaces were not happy with this and suggested it might be possible to obtain six bins for £1,000. Reworked quotes for metal bins were:

Whitehouse Enterprises: £350 + VAT each – 3 bins for £1,000 + VAT

Teepee: £264 + VAT each – 3 bins for £1,000 + VAT

Glasdon: 5 bins for £1,067.76 + VAT

Alternatively Amberol could provide polypropylene bins used in London for £129 + VAT each. Councillors queried if SERCO could provide bins more cheaply; District Cllr Byrne agreed to research this. Councillors wished to know which London boroughs Amberol had supplied the polypropylene bins to and if they were satisfied. The matter should be referred back to the Open Spaces Committee. **ACTION: Town Clerk**

### **19 TO AGREE THE FITTING OF NEW FLOORING IN THE CORRIDORS AND STAIRWELL OF THE TOWN HALL**

This was dealt with under Item 7ii) above.

### **20 TO DISCUSS AND ACT UPON CORRESPONDENCE RECEIVED (refer to enclosed summary of correspondence received since last meeting)**

i) Temporary Traffic Order closing Besthorpe Rd from junction with Bunwell Road / Silver Street to the junction with Kingfisher Rod due to footway surfacing. 20 July – 14 August – work expected to take two weeks

ii) Norfolk Probation – Community Payback Unit – request for suggestions of work to be considered under the scheme. Suggestions included litter picks on Thieves Lane Recreation Ground & London Road play areas, the closed churchyard and Gaymer's Meadow; play equipment to be painted; bus shelters

The following were received after the agenda was published. (No resolutions may be passed)

iii) Monday 13 July 6.30-7.30pm: Town & Parish briefing on the outsourcing of Breckland's Planning and Building control services.

iv) Christ Community Church: 5 & 6 August "New Day" Christian youth festival: a coach load of youngsters will undertake short questionnaires door-to-door and in the streets gathering information on how to improve their activities.

v) Land adjacent to the A11: Christopher Fraser, MP will contact the Chief Executive of the Highways Agency to add his support to the Town Council's efforts.

vi) Norfolk CC: proposed 40mph speed limit in London Road from a point 48m south-west of the West Carr junction to a point 303m south-west of the New Road junction. Any representation must be made in writing by 25 August 2009.

vii) Norfolk County Association: Balancing the needs of communities & the natural environment: talk with afternoon tea & a visit to Weeting Heath to spot the stone curlew Thursday 6 August, 3-6pm.

viii) Norfolk County Association & SLCC: Summer conference on Freedom of Information Act, taxes, business plans and managing meetings. Tuesday 28 July, 9.30am-3.15pm.

ix) Local Government Reform: Boundary Committee will advise Secretary of State on 15 July after which there will be further consultation on any representations including the originals.

The Secretary of Ste intends to make a decision by mid-October 2009. If agreed a new council could be established by April 2011.

x) John Innes Centre: 13 September 10am-4pm. Discovery Day - free open day centenary celebrations.

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

i) The Norfolk Larger Councils meeting had been hosted by the Town Council. This was very successful with a talk on HR matters, followed by Attleborough's and Aylsham's toilets projects including a guided tour of the new toilets in Queens Square. The Town Hall had been much admired by visiting clerks and councillors.

ii) Victory Park: there is no footway there, nor is there one from Keeling Way to Haverscroft Industrial estate.

iii) Queens Road: The hedge at the McCarthy & Stone plot needed cutting back. If the work is not done the groundsmen could cut the overhanging branches and throw them back onto the site.

iv) Vicarage garden overhanging branches: the Church Office has been informed.

v) New District Councillor: Town Councillors would like more information as an introduction.

vi) Blackthorn Road green spaces: the dog bins are overflowing

vii) Car boot sale: Cllr Middlebrook expressed thanks to Cllrs Pettitt and Marchant for their help. The next car boot sale will be on 19 July.

viii) Former Victoria Wine shop: This was a disgrace in the conservation area. The building has changed hands

ix) Parking: This had been totally miscalculated at Wymondham Police Station. Hopes were expressed that under the LDF sufficient parking would be included in plans.

x) Lomond Road / Lochs estate: (Cllr Farrow declared a personal interest) roads had not yet been adopted.

xi) New police inspector: It was suggested that she should be invited to either the September or October full Council meeting.

xii) HGV traffic count on Exchange Street: feedback was requested.

xiii) Queens Square bus shelter: some roof tiles are loose.

**22 TO RECEIVE ITEMS FOR NEXT MONTH'S AGENDA**

i) Parking ii) LDF Update iii) Sainsbury's Planning application update iv) Internal Auditor's report v) Litter bins vi) Playparks

**23 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 to allow members of the public to speak.**

No items were raised.

**The meeting was reconvened.**

**24 THE DATE OF THE NEXT MEETING WAS CONFIRMED as Monday 3 August 2009 at 7pm**

The Mayor gave her apologies as she will be away. Cllr Farrow will chair the August meeting.

**The meeting closed at 9 pm**

**Chair:**