

**DRAFT**

## **ATTLEBOROUGH TOWN COUNCIL GENERAL PURPOSES COMMITTEE**

**Minutes of the meeting held on Monday 22 March 2010 at 7pm in the Town Hall.**

**Present:** Cllrs V Dale, G Farrow, B Waters, A Marchant, K Pettitt, A Sturt, G Firman, S Middlebrook, S Taylor, J Taylor, J McBride, R Reynolds; H Elias (Town Clerk). Members of the public.

### **1 To accept apologies for absence**

Apologies were accepted from Cllrs N Keach, S Schucroft (both work commitments),

**2 To receive declarations of interest in items below** None

### **3 To confirm and sign the minutes of the last General Purposes Committee meeting (previously circulated in bundles – factual discrepancies only)**

The minutes were agreed and signed.

**4 To receive a brief update on any items not listed below** None

### **5 To consider planning applications**

**i) 3PL/2010/0106/F** Mr J Becker, Leys Lane Attleborough NR17 1NF - Retrospective change of use from office to residential occupation for residential security occupation. No objections to change of use with condition placed that change of use is for purpose of security accommodation. Site history and location taken into account. Police notices and neighbours' comments were noted. **(See also 3PL/2008/0790/CU)**

**ii) 3PL/2010/0200/F** Mr C Barber, 9 Thieves Lane Attleborough NR17 2NB First floor front & side extension - No objections

**iii) 3PL/2010/0204/F** Mr M Guenaoui, Coffee Lounge Queens Square - Variation of condition to opening hours - No objections

#### Correspondence, consultations and other information:

**i) 3PL/2009/1166/F** J Rix – Victory Park, London Road - Proposed fuel depot – to be heard by Breckland's Development Control Committee in Dereham on Monday 29 March from 9.30am

**ii) ENF/2008/0190/CAS** Mr A Jones, The New Bungalow (Woodview) Leys Lane Appeal Reference **APP/F2605/C/09/211115 – This hearing has been postponed.**

**iii) Information on the proposed Community Infrastructure Levy (CIL):** from National Association of Local Councils (NALC)

**iv) Information on potential policies to make the planning system more responsive and accountable:** from NALC

#### Breckland Council Decisions received to date:

##### Planning permission granted:

**i) 3PL/2010/008/F** Ms M Bulley, Land behind Ladbroke's Church Street – Erection of three flats at the rear of Church Street

Comment: It was noted with disappointment and frustration that the above permission was granted with the comment that “The flats will not benefit from designated on-site parking and measures have been proposed to prevent unauthorised parking to ensure that the proposal will not result in the increase in vehicular activity using a sub-standard access. The site is close to public parking”

The public parking close by is NOT a reason to ignore the lack of allocated parking space with the application. Another application for 8 houses in Eden Lane has also been submitted with the comment that there is public car parking near-by, so that allocated parking spaces are not necessary. This is simply exacerbating an already dreadful problem.

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Attleborough has a serious problem with parking which members of Breckland's Parking Task & Finish Group are endeavouring to solve by designating short and long term parking car parks in town. The three public car parks are usually full all day and the Task & Finish Group are looking to encourage a turnover of spaces by using two hour restrictions and an agency enforcement agreement, so residents will not be able to rely on the "public parking near-by". The Town Council is aware that Central Government guidelines allow for central town dwelling applications to be passed without allocated parking to encourage use of public transport, but in a rural area where public transport is virtually non-existent it simply leads to the residents parking their vehicles wherever they can around the town. Therefore two strands of Breckland Council seem to be working to opposite effect!

Also, the "proposed measure" (ie the barrier) is likely to mean that vehicles turning into the driveway and not expecting to meet such a measure will have to back out onto the one-way system which is exceedingly dangerous and NOT "in the interests of highway safety".

The Town Council's comments about design and not enhancing the conservation area do not seem to have been taken into account

**ii) 3PL/2009/1192/F** Attleborough Snooker Centre, Attleborough Snooker Centre - Provision of canopy/porch over existing seating/patio area with extension of existing protective fencing

Planning permission refused:

**i) 3PL/2009/1152/F** Applicant: Mr R Holbrook Location: Swangey Farm, Swangey Lane – proposed garage, office and storage building

### 6 Royal British Legion request re band at Remembrance Sunday Parade

An enquiry had been received if the Council could help with finding a military type band to march with the parade on Remembrance Sunday. Military bands cost about £4,000 for a concert and are likely to be engaged elsewhere on Remembrance Sunday. The New Buckenham Silver Band does not parade and its most proficient bugler plays for the Act of Remembrance at Eye. Regrettably the Council has not been able to source a band and will hand this back to the Royal British Legion. **ACTION: Cllr Farrow**

### 7 To deal with matters about the Town Hall

i) To agree a new publicity brochure & prices: various suggestions were made regarding photographs and amending the text. More photographs are needed of the front of the building and of the function rooms with the dance floor.

ii) To receive an update on CCTV server: The operating company are running tests which should finish shortly, after which the noise should reduce dramatically. The Clerk will monitor the noise, the Environmental Health Officer at Breckland has been notified that there may be a problem.

iii) To receive an update on the TIC: several volunteers had left due to moving house and other commitments. There is currently no-one to man Friday afternoons. Some of the volunteers had requested a meeting as they do not know each other. An advert should be put out asking for more volunteers. **ACTION: Town Clerk, Cllrs Dale, Firman & S Taylor**

### 8 To deal with matters to do with Open Spaces

i) To receive an update on the groundsmen & workloads: The Head Groundsman is off work until 7 April at least. Mr Wade is covering as best he can and Rosedale are providing their own gravedigger as necessary.

ii) To discuss using a contractor for grounds maintenance work: Hays, a specialist recruiting agency in grounds maintenance have approached the Council. They also supply Wymondham and Diss. They appear to be flexible with reasonable terms. The Clerk will contact Quality People to quote for grounds staff.

**It was proposed by Cllr Reynolds and carried by Council that two days per week grass cutting with an increase in hours over the mowing season should be sought. ACTION: Town Clerk**

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iii) To agree the purchase of a hedge trimmer: A replacement was needed. Quotes had been received for a Stihl hedge trimmer as follows:

Ben Burgess	£348 + VAT
Breckland Mowers	£395 + VAT
Randell NFM	£400 + VAT

**It was proposed by Cllr Reynolds & carried by Council that the hedge trimmer be purchased from Ben Burgess. ACTION: Town Clerk**

iv) To discuss the condition of surfacing of Gaymer's Meadow Car Park: The surface deteriorates on a regular basis due to the porous nature of the existing hogging. It was suggested that the groundsman could fill the potholes with road planings and put the digger on a low loader. Cllr Reynolds offered to discuss the details with Mr Wade. **ACTION: Cllr Reynolds**

v) To agree the Risk Assessments for Decoy Common & Gaymer's Meadow: A quantity of barbed wire in the hedge boundary with Gaymer's was reported, and a query was raised as to who owned the boundary. The problem of dog fouling was raised again and it was suggested that advice should be sought on the Health & Safety Aspect and effect on children's health. A package of ideas should be used to reduce dog fouling. A hole had appeared in the hedging by the dog bin and a path worn down. The hole should be filled with hedging if possible.

**ACTION: Town Clerk**

vi) To discuss the H & S issues of winding the church clock: Pictures were shown of access to the clock which the Head Groundsman winds weekly. From the bell chamber there is an unanchored ladder which does not reach the access point, the groundsman then has to make his way along a narrow passageway without rails around two corners before entering a low doorway. It was agreed that the clock should not be wound until the access ladder was made safe. The Clerk was directed to contact the Church Office. **ACTION: Town Clerk**

vii) To receive an update on memorials in the cemetery: The fixings on several memorial stones had become loose and the gravestones had been laid flat. The Clerk had not been able to trace any of the families. No money was set aside in the budget for repairs to make them safe. It was suggested that the stones could be laid flat along the grave and dug in flush with the surrounding ground. It was noted that the stones were very heavy.

viii) To discuss the Attleborough In Bloom Project: The Junior School had offered to plant and tend the three tubs in Surrogate Street. The London Tavern will "adopt" the tub next to the Queens Square bus shelter. Letters should be sent out, no specific sums should be requested, any donations offered should be gratefully accepted. **ACTION: Town Clerk**

ix) To receive an update on the transfer of play areas: The Clerk would raise this with Trevor Holden, Breckland's Chief Executive at the following day's Clerks' meeting.

x) To discuss railing posts on Queens Square: some of the railings nearest the coffee shop were disintegrating. Firms should be contacted about replacements. If concrete ones are not available then timber ones could be used. **ACTION: Town Clerk**

xi) To receive an update on the Obelisk: the matter is being dealt with by the insurance company

xii) Other: A local business had offered use of their H & S Officer to the Council if Council agreed. The consensus was that the Council should take up the offer. **ACTION: Cllr Dale**

## 9 To comment on the Parking Task & Finish Public Meeting

Not many members of the public had attended. The Committee's recommendations will be put to Breckland Council and a final decision made. It had been decided that Edenside should be a short-term, not a long term car park and that the Horse-Pit should be a long term car park. The surfaces will be checked and repaired and an agency agreement put forward for Attleborough like the one in existence with Swaffham Town Council.

## 10 To discuss and act upon correspondence received since last meeting

i) Litter: Responses from Breckland were read out. The land on the corner of Teasel Road and Blackthorn is not Breckland's responsibility. Breckland will look again at the West Carr Road

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turning circle and the Highways Agency have been contacted re land which borders the A11 there. The Junior School had picked up litter around town, and the High School were organising a litter pick for 30 March. The slip road back from Norwich was particularly bad.

ii) Vacancy Dates: The period for electors of Queens Ward to request a poll finishes on 23 March. Co-option may take place until 1 June. It was suggested that if no-one was co-opted the vacancy should remain until the ordinary elections in May 2011.

iii) Participatory Budgeting Scheme: This appears to be a great deal of work for the £500 and the Council did not wish to administer the scheme as it did not have the resources at present.

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

iv) Norfolk Constabulary: promotion of SNAP meeting on 1 April at 7.30pm in the Town Hall

v) Norfolk Constabulary: Speeding crackdown: the next SNAP meeting will be on 29 April at 7.30pm in the Town Hall

vi) ATYFC: Aim to have all the work on the changing rooms finished by 9 May. The anti-vandal windows were installed on 16 March and work to make access DDA compliant with slopes will be completed by 9 May. There will be a Race Night on 8 May and an official opening at a later date. The white material on the car park will be removed by the end of June. Banham Poultry have offered use of their car park for the Norfolk Co. Cup Finals

vii) TAF research into Sports & Leisure costings: Sport England have a Regional Sports strategy with guidelines. Breckland have not set aside any new money for leisure facilities in Attleborough.

Building costs: 6 lane swimming pool - c£3.5m

Dry facility (eg sports hall, squash courts, multi-purpose hall) & the swimming pool – c£5m

Dry facility & swimming pool & full size all weather pitch (eg astro-turf & floodlit) – c£ 5.5m

Revenue Costs: all the facilities will make a net loss. These costs are operational costs only and do not include other asset charges.

4 lane 20m swimming pool with fitness studio (for town population 11,000) - c£140,000

Dry leisure centre, sports hall, indoor bowls, squash courts, fitness studio (town population 10,500) - c£130,000

Joint provision leisure centre, sports hall, squash courts fitness studio ( town population 11,000) - £70,000

Joint provision leisure centre with 6 lane 25m swimming pool, learner pool, sports hall, multi-purpose hall, squash courts, fitness studio, floodlit astro turf pitch (town population 17,000) - £230,000

### **11 To receive items for next month's agenda**

i) Litter update    ii) Transfer of play areas

### **12 The date of the next General Purposes Committee meeting was confirmed as Monday 26 April 2010 at 7pm**

### **13 To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960**

**It was proposed by Cllr Dale and carried by Council that the press and public be excluded from the following item**

### **14 To discuss the groundsmen's sick pay and working conditions (discussed below the line)**

A suggestion made by the Head Groundsman was discussed.

**A proposal was made by Cllr Farrow and an amendment was proposed by Cllr Marchant. The amendment was passed by 6 votes to 5.**

**The meeting closed at 9.08pm**

**Chair**