

ATTLEBOROUGH TOWN COUNCIL

Minutes of the meeting of the above Council held in Attleborough Town Hall, Queens Square, Attleborough, Norfolk, on Monday 8 March 2010 at 7pm.

PRESENT

Cllrs V Dale (Chair), G Farrow, B Waters, S Schucroft, A Marchant, S Taylor, K Pettitt, G Firman, S Middlebrook, J McBride, R Reynolds; H Elias (Town Clerk); members of the public and members of the District Council were present.

1 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies were accepted from Cllrs N Keach, A Sturt and J Taylor, (all work commitments).

2 TO RECEIVE DECLARATIONS OF INTEREST IN ITEMS BELOW

Cllr G Farrow declared a personal interest in Item 6 v) Planning 0118/F and took no part in the discussion as his residence is in Tummel Way. Cllr V Dale declared a personal interest in Item 6 viii) Planning 0152/F and took no part in the discussion as her residence is in New North Road. Cllr A Marchant declared a prejudicial interest in Item 6 viii) Planning 0152/F and left the room for the discussion as this was his application. Cllr S Middlebrook declared a prejudicial interest in Item 12 Bills & Cheques and did not take part in the vote as he was a cheque recipient.

3 TO RECEIVE THE CHAIRMAN'S REPORT (refer to diary list)

The Mayor announced that Cllr Mrs D Francis had resigned as Councillor. She praised Mrs Francis for her "big input" over many years and thanked her for all she had done. Mrs Francis had been an active and regular member and the Mayor was sorry that Mrs Francis had resigned due to ill-health.

The Youth Project had been granted use of a room on Friday nights at the ACE Centre. The ACE Centre had funded a shed to store equipment outside. If successful the project would be able to show a need as evidence for obtaining grants. The Mayor had attended a Patients' Participation Group; there would be suggestion boxes placed in the surgeries. An open meeting to discuss the restructuring of services had taken place; it was hoped that clinics and same-day appointments would be held at the Queens Square premises while doctors' appointments would be focused at the Station Road premises.

4 TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING

The minutes were agreed and signed with the following amendment:

Page 3, Item 10 ii): Participatory Budgeting: the word "money" was inserted after "Government", and "it" replaced "which" to read "whether it was the same pot of funding".

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

It was proposed by Cllr Schucroft & carried by Council that the meeting be adjourned to allow members of the public to speak.

Items raised were: the proposed anaerobic digester off Crows Hall Lane; the wording of Item 19 on the agenda; the JTP vision pre-empting the planning process. **The meeting was reconvened.**

6 TO MAKE RECOMMENDATIONS ON NEW PLANNING APPLICATIONS

i) **3PL/2009/1143/F** Crows Hall Lane, Proposed Anaerobic digester Unit – additional information for further observations - Comment: The Town Council did not raise objections

when the application was previously discussed, (only concerns over traffic and access) as it did not believe it had the technical expertise to do so. Breckland Council had asked for further information regarding technical matters. The Town Council understood the reasons for residents' objections, but would need expert guidance as to whether this was the correct siting for such a unit. **NB:** Strong objections from a group of residents were noted along with further letters of objection.

ii) 3PL/2010/0060/F Applicant: Mr R Holbrook, Swangey Farm, Swangey Lane Workshop for maintenance of caravans associated with the established caravan storage business - No objections. **Comment:** Swangey Farm is far out of the town. It is a sensible development for such a business.

iii) 3PL/2010/0098/A Applicant: Dr W Norval, London House, 6a Church Street – Replacing existing signage with internally illuminated box sign for dental practice - No objections.

iv) 3PL/2010/0115/F Applicant: Mr J Fitzgerald, 10 Fairfield Drive – Extension to bungalow to incl. extending lounge at rear & additional new bedroom & hall at front - No objections. **Comment:** Some concerns were expressed that this development came slightly forward of the building line.

v) 3PL/2010/0118/F Applicant: Mr & Mrs Anderson, 29 Tummel Way – Variation of condition 3 on pp **3PL/2009/1092** re obscurity of glazing - No objections. **NB:** Cllr G Farrow declared a personal interest as his residence is in Tummel Way and took no part in the discussion.

vi) 3PL/2010/0119/A Applicant: Mr John Patterson, Bush House Queens Square – Signage; display of company name - No objections. **Comment:** There are already several signs on the building.

vii) 3PL/2010/0138/F Applicant: Mr Tony Smith, Butterfly Cottage, Carvers Lane – Single storey extension to incl. additional bedroom & utility room - No objections.

viii) 3PL/2010/0152/F Applicant: Mr A Marchant, 10 New North Road – Proposed two storey side/rear extension - No objections. **Comment:** There are no windows overlooking neighbours; this is mostly a rear extension. **NB:** Cllr A Marchant declared a prejudicial interest as it is his application and left the room for the discussion. Cllr V Dale declared a personal interest as her residence is in New North Road and took no part in the discussion.

ix) 3PL/2010/0164/LB Applicant: Mr John Patterson, Bush House, Queens Square – Placement of company sign on front elevation - No objections.

x) 3PL/2010/0167/F Applicant: Mr D Holmes, 17 Knevet Close – Two storey rear extension No objections

Correspondence, consultations and other information:

i) 3PL/2009/0604/F Land at Docking Wood, Leys Lane – Change of use to incl standing for 6 residential gypsy pitches with utility / day room buildings & hard standing was to be heard by Breckland's Development Control Committee on 8 March.

ii) 3PL/2009/0890/0 – 1281 Appeal ref No: **APP/F2605/A/2123421/NWF** Comments to be submitted before 11/04/10

iii) 3PL/2010/0044/LB Unit 2, No 1 High Street – detailed letter of objection from neighbour.

Breckland Council Decisions received to date:

Planning permission granted:

i) 3PL/2009/1052/O Mr & Mrs Caddy, 3 Cyprus Road – Demolition of garage, erection of 2 detached dwellings with parking/garaging & access

ii) 3PL/2009/1147/F Wrights (Attleborough) Ltd, 11 St Edmunds Gate – Single storey rear extension & alterations

Planning permission refused:

i) 3PL/2009/1037/F Mr R Knowles, 5 Leys Lane – Erection of dwelling (**Re-submission of 3PL/2009/0327/F**)

ii) 3PL/2009/1148/F Mr D Claydon, 61 Hargham Road – Conversion of garage to bedroom & bathroom & erection of double garage

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

- i) Film Fest: The turnout had been disappointing; five members of the public had enjoyed the film; three of those were from Kenninghall. £25 had been made which the Council could keep.
- ii) Obelisk: The insurance will deal with this.
- iii) Victory Park: The travellers are still in residence and have made the site very untidy.
- iv) External Auditor's Report: This was an "unqualified report", which was excellent. Thanks were expressed to the Office and to Cllr Farrow as "Scrutineer Member". The auditors had also made a comment, which the Clerk was concerned about, with regard to the review of internal controls. She will raise this with the Internal Auditor as it is a logistical / timing issue.

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

- i) General Purposes: Amendments were needed; they would be made at the next General Purposes Committee meeting on 22 March.
- ii) Festival 2010: Information on events planning.
- iii) Other: None.

9 TO RECEIVE REPRESENTATIVES' REPORTS

- i) Connaught Hall: The Trustees are in talks with the surgery; there are no formal plans, nothing has been agreed. The Hall is not doing badly financially.

10 TO RECEIVE DISTRICT COUNCILLORS' REPORTS (all information on Breckland matters)

District / County Councillor A Byrne sent his apologies.

- i) Travellers' encampment at Victory Park: Breckland have a court order. Some caravans have left, but not all. Provision is being made for them to be moved to Thetford. No date has been given for the serving of the order. When the order is served the occupants will be moved on and the site will have protection for three months from the date of serving the order.
- ii) Ecotech Centre Forum: This was very good. Topics covered were A 47 – Highways Agency information, Local Government Reform & shared services
- iii) Parking Task & Finish Committee: A public meeting will take place on 15 March at 7pm in Attleborough Town Hall to discuss various suggestions. The Town Council queried where it had been advertised.
- iv) Memorial Service for former Town Council Chairman Peter Sadler at 2pm in St Mary's Church. (The Mayor will represent the Town Council).

11 TO RECEIVE DETAILS OF FEBRUARY'S FINANCIAL STATEMENT (refer to enclosed document)

The Council is still within budget.
Cllr Mrs S Taylor left the meeting at 7.41pm

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

Cllr S Middlebrook declared a prejudicial interest and did not take part in the vote as he was a cheque recipient.

A query was raised as to whether the last of the invoices for the Christmas Lights had been received. The Clerk believed the last two were included in the cheque list. A final figure was requested for the Town Council's contribution to the Christmas lights. **ACTION: Town Clerk**
It was proposed by Cllr Pettitt and carried by Council that the cheques be authorised.
ACTION: Town Clerk

13 TO AGREE TO ASSIGN THE PROCEEDS OF THE BRECKLAND FILM FEST TO THE MAYOR'S YOUTH FUND

All the equipment was funded by Breckland as part of its Film Fest; the ticket proceeds can be kept by the Town Council.

It was proposed by Cllr Middlebrook and carried by Council that the £25.00 be put into the Mayor's Youth Fund for equipment in the play areas. ACTION: Town Clerk

14 TO REVIEW HEALTH & SAFETY DOCUMENTS (previously circulated)

It was noted that the following documents were "works in progress" and would be amended as and when necessary. A query was raised as to whether the CAB had information on the location of First Aid kits. **ACTION: Town Clerk**

i) ATC Health & Safety Policy: The Policy was reviewed and alterations were made to Page 3, 6 and 7 with regard to Fire Drills.

It was proposed by Cllr B Waters and carried by Council that the amended Health & Safety Policy be adopted.

ii) Draft ATC groundsmen's working activities: The draft Risk Assessment was not amended.

It was proposed by Cllr Waters and carried by Council that the Grounds Maintenance Risk Assessment be adopted. ACTION: Town Clerk

iii) ATC Lone Working Risk Assessment: The Risk assessment was reviewed; no alterations were made.

It was proposed by Cllr Pettitt and carried by Council that the Lone Working Risk Assessment be adopted. ACTION: Town Clerk

iv) Draft ATC Gaymer's Meadow Risk Assessment & v) Draft ATC Decoy Common Risk Assessment: Cllr Marchant wished to make a further site visit before proposing the risk assessments be adopted. **ACTION: Cllr Marchant**

15 TO DEAL WITH MATTERS TO DO WITH OPEN SPACES

i) To receive an update on the transfer of play areas: No further information is available.

ii) To agree to outsource the Recreation Ground fencing project: The missing bolts have arrived. The Cemetery Keeper is likely to be off sick for a while and extra help may be needed. Breckland Technical have quoted for installation. More quotes are being sought. **ACTION: Town Clerk**

16 TO DEAL WITH MATTERS ABOUT THE TOWN HALL

i) TIC - CCTV installation: The server is extremely noisy and volunteers and members of the public have complained. The operating company has been helpful and installed acoustic linings to the doors and walls, which have reduced the noise slightly but not sufficiently. The servers are undergoing tests until the end of March, so are working four times more than "normal" use. After the test period the noise should drop dramatically, but the Environmental Health Department has been notified of the problem. The servers are the equivalent of office PCs, and the operating company advised that they emit no radiation and no harmful magnetic field.

ii) Other: Brochure & Tariff Sheet: The new brochure will be discussed at the General Purposes Committee. **ACTION: Town Clerk**

iii) Other: Bar Comments: It was reported that the service at the weekend function had been very good. The Clerk had previously spoken to the franchise holder. The Clerk was directed to put the previous comments and discussion points in writing. **ACTION: Town Clerk**

17 TO DEAL WITH MUNICIPAL MATTERS

i) To agree a request from the Rotary Club to take on the flagpole on Queens Square: The temporary planning permission to display adverts for the flagpole runs out shortly. If the Town Council takes on responsibility for the flagpole it will need to apply for a renewal. A District Councillor expressed surprise that planning permission was needed and offered to investigate. The Mayor thanked him. **ACTION: District Cllr A Stasiak.**

ii) To receive an update on the public toilets following InterUrban Public's year-on visit and to agree to pay the final instalment (retention money): The toilets are in good working order; the caretaker and cleaner have no problems; InterUrban Public have given good service and been willing to come to Norfolk as necessary if a technical conversation with the caretaker has not been sufficient. The invoice for the final retention payment has been received. InterUrban Public recommend an annual electrical check from a local company.

It was proposed by Cllr Middlebrook and carried by Council that the final retention cheque be paid. ACTION: Town Clerk

iii) Other: None.

18 TO CONSIDER ISSUES RAISED AT THE ANNUAL TOWN ASSEMBLY (see separate document)

Breckland Leader's comments about the possibility of a reversal in LDF development figures if there were a change of government were commented on. Councillors expressed disappointment that Cllr Nunn and Mr Holden (CEO) had only stayed for a short part of the meeting. The Mayor apologised for altering the order of the agenda to accommodate their early leaving in order to allow members of the public to put questions to them. Police Inspector A Hayes had sent his apologies; he had been on his way to the meeting when he had been called away. A District Councillor queried whether the format on the top table was the best for Attleborough residents. It was stated that Town Councillors sat in the audience and were able to listen to views and questions concerning other agencies. The public were able to attend Town Council meetings regularly; the Annual Assembly was an opportunity for electors to put their questions directly to representatives of other bodies.

19 TO APPOINT REPRESENTATIVES TO THE "TOWN TEAM" PROPOSED BY JTP PLANNING CONSULTANTS

The Council needed to keep up to date with suggestions put forward for the development of Attleborough, regardless of whether or not the "Town Team" itself came to fruition. Representatives would have a listening role, report back to full Council and be able to put forward Council's previously expressed views regarding the LDF. Cllrs V Dale, G Farrow and R Reynolds would represent the Council. The first meeting to be led by JTP will be held in the Town Hall on Thursday 25 March at 7pm. **ACTION: Cllrs Dale, Farrow and Reynolds.**

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

i) Bus Route 13: Series of letters deploring the quality of service & request to hold a copy of a petition in the TIC. The wording of the petition is not defamatory and requests that First Bus provide the service as published in their timetables. The Council agreed that the petition could be held in the TIC.

ii) Letter re: fuel depot / travellers / street lights / development / GPs surgeries / facilities for senior citizens.

iii) Letter re amenities: Councillors are aware of the issues raised in this and the previous letter and have been working for a long period to improve facilities in town.

iv) Wider key skills with ASDAN for young people: Courses are available aimed at disengaged children. Further information via the Clerk.

v) Request from Attleborough Amateur Boxing Club: to use the town crest on its club boxing shorts. Many compliments were paid to the Club on its enjoyable Open Day. It was acknowledged that the club provides an enjoyable and worthwhile opportunity in the town. The item was deferred. It was agreed that if granted the use of the town crest should only be allowed for certain standards; a club had to earn the right to use it by merit. A query was raised as to whether there were any ownership / copyright issues. The Clerk will investigate.

ACTION: Town Clerk

vi) Norfolk ALC: Request for nominations to its Executive Committee (one vacancy for Breckland District area)

vii) NSPCC: Campaign to raise awareness of the NSPCC Helpline – details on noticeboard.

viii) Norfolk CC: Change in care homes model – for information

ix) No cold calling zone: Hargham Road Area – Clerk was directed to write a letter of support.

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

x) “Lochs” Estate: The developers are still working with Anglian Water to provide Provisional Certificates of Completion with regard to the foul / surface waters sewers under the estate roads. However, there are still some legal issues to resolve. Once the certificates have been received the final road and lighting inspections can be carried out to identify if any remedial works are needed before adoption.

xi) Increased Prices: notification has been received from the cleaner and from the trade refuse company that prices will be rising from April.

xii) Parking Public Meeting, 15 March 7pm: Breckland’s “In Principle” recommendations to be presented at the meeting

xiii) JTP’s Development Vision: Copy of letter to David Spencer from residents whose homes would be at risk under JTP’s proposals.

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

i) District Councillors: Disappointment that the Breckland Council Leader left the Annual Assembly early.

ii) CCTV: Query as to when Breckland would take down the old camera on the sports hall.

iii) JTP’s publicity: Spelling mistakes were noted

iv) Press: Disappointment that the press were not present. Explanation of the change in the committee meeting structure.

v) Town Flag: It had been agreed by Council many years previously that when a former Town Mayor died the Town flag would be offered to place over the coffin at the funeral.

vi) Potholes: reported in Queens Road.

vii) Litter: Especially down Station Road, but also throughout town.

22 TO RECEIVE ITEMS FOR NEXT MONTH’S AGENDA

i) Playparks ii) Funding

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 Dale and carried by Council that the meeting be adjourned to allow the public to speak

Items raised were: the loss of respect for traditions amongst Councillors. A minute’s silence paid in respect for a late Council member. “Superb” Civic reception. Invitations to past mayors. Photographs of past mayors. Boxing Club Open Day success; standards for use of the Town Crest by community groups; barbed wires at Gaymer’s Meadow. Litter not being collected. Street Lights response from Norfolk CC. Parking. LDF Consultation. Proposed anaerobic digester smells. Potential “copyright” issues with town crest. Community Groups, representation & LDF visions. **The meeting was reconvened.**

24 THE DATE OF THE NEXT MEETING WAS CONFIRMED as Monday 12 April 2010 at 7pm. (General Purposes Committee to meet on 22 March at 7pm)

25 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 meeting under the Public Bodies (Admission to Meetings) Act 1960.

The public left the meeting at 9.10pm.

THE FOLLOWING WAS DISCUSSED IN CONFIDENCE / *IN CAMERA* / BELOW THE LINE

26 To receive an update on the Cemetery Keeper's suggestion

Various options were discussed, as the mowing season will start soon.

It was proposed by Cllr Marchant and carried by Council that as of 1 April 2010 payment would revert to the original terms of the Cemetery Keeper's contract.

The meeting closed at 9.37pm

Chair: