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SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 12th October 2005 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J. Stockdale

Councillors: - Mr D. Butters, Mrs P. Buxton, Mr D Cannon, Mr P. Darby,
Mrs A. Greaves, Mrs S. Lister, Mrs S Matthews, Mr L. Wise.
Mrs F Mann (6.50pm)

Deputy Town Clerk: - Mrs M Meyrick
Assistant Town Clerk: - Mrs R Noble
Norfolk Constabulary:- PC Andy Partridge

Public: - 11

877. APOLOGIES & REASONS FOR ABSENCE.

- 877.1. Cllr Sherwood (family commitments).
- 877.2. Cllr Baker (holiday)
- 877.3. Cllr Emmerson (unwell)

THE MEETING WAS ADJOURNED AT 6.50p.m.
THE MEETING WAS RECONVENED AT 6.58p.m.

878. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 878.1. Cllr Darby declared a personal interest on item 8.2 planning application numbers 3PL/2005/1405/F & 3PL/2005/1406/LB as his brother lives next door.
- 878.2. Cllr Cannon declared a personal interest on item 8.2 planning application number 3PL/2005/1368/F as it is his own application.

879. MINUTES – WEDNESDAY 14TH SEPTEMBER 2005

- 879.1. item 869.13 should read: carry out more research into the possibility of applying for planning consent.
- 879.2. item 868.2 should be stated that Cllr. Stockdale left the room when planning application 3PL/2005/1272/F was discussed
- 879.3 item 866.6 should read the Carter painting formerly in the Assembly Rooms is in place in the stairwell of the Town Hall extension.

879.4 Subject to these amendments the minutes of the full Town Council Meeting were proposed by Cllr. A Greaves, seconded by Cllr. Lister and agreed by the Council as a true record.

880. To receive the MAYOR'S REPORT.

880.1 The Mayor reported that the Community Centre's official opening went well and is now up and running, with the Icen Partnership being housed there and other users of the former Community Centre now moving back there. The Youth Club is now in operation two nights a week.

881. POLICE MATTERS

881.1. P. C. A. Partridge reported that there have been 32 crimes since the 15th September 2005. These included GBH, common assault, burglary, theft, shoplifting, criminal damage, criminal damage to dwelling, criminal damage to vehicle, fire arm and other criminal damage non payment of petrol. This is a low crime rate for a town of this size.

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881.2. It was reported that as the first phase of the town centre regeneration scheme is complete, as from Monday 17th October 2005 a two hour parking restriction on the east side of the market place will come into force. The restriction will be a two hour no return on Monday to Friday and no parking between the hours of 5.00am and 5.00pm on Saturdays for the Market. These restrictions will be strictly enforced.

881.3. P.C. Partridge reported he recently found items of stolen property and drug-taking paraphernalia, including hypodermic syringes in the churchyard. He went on to say the overgrown shrubs are a haven for drug users and need to be cleared.

The Deputy Town Clerk reported that the council caretaker checks the churchyard once a week and that there are plans in place to clear the dense shrubbery this year.

881.4 It was reported that the circus informed the council when they left the Recreation Ground, motor cycles were riding round the children's play area.

881.5 Concerns were raised stating although the crime figure is down, the crimes are more serious. P.C. Partridge reported analysts had looked at the crimes but there was no pattern forming.

882. DEPUTY TOWN CLERK REPORT:-

882.1 Cllr. Darby and the Town Clerk attended a meeting at North Elmham recently. This event was run by Stuart Chaplin of the NCAPTC. Larger councils and the more active councils in the area were invited to encourage them to apply for quality council status. Since the meeting the Town Clerk has had a discussion with Stuart Chaplin with regards to Swaffham's application which is in progress and should be ready at the end of the year. The last piece of information needed is the auditors report for the year 04/05.

882.2 Subsequent to recent correspondence regarding a request for a key to the side entrance of the church the Town Clerk telephoned the Reverend John Smith and arranged to meet him tomorrow morning to discuss all the issues in the churchyard and the matter of the key.

Following a question which was asked, what is the Council's policy regarding access to the Church tower by one of our staff members? It was suggested to wait until after the meeting between the Town Clerk and The Rev. John Smith to see what the outcome is.

During a discussion which took place relating to the key it was suggested that we should let the clock stop or give the responsibility to the church. Cllr. Lister proposed if the council are not given a key to let the clock stop.

With 8 votes for, 1 against and 1 abstention it was agreed not to allow Town Council staff to maintain the church clock until the appropriate key is supplied.

883.3 It was reported there is a plate on the clock saying it belongs to the parish, and UDC look after it.

883.4 A Draft Health and Safety Policy for the Town Council was circulated to all Councillors. The Deputy Town Clerk explained that items 7 and 8 are still to be completed. Cllr. S Lister proposed and Cllr. F Mann seconded that the policy is agreed once item 10.1 reads smoking is not allowed in any Council Building.

It was unanimously agreed that the policy is agreed once items 7 and 8 have been completed and item 10 amended.

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883.5 A Draft Evacuation & Fire Escape Procedure for the Town Hall was circulated to all Councillors. We are waiting a reply from the Oasis Centre to use the area in front of their building as a fire assembly point. Cllr. S Lister proposed and Cllr. F Mann seconded that the policy is agreed once a reply is received from The Oasis Centre to use the area in front of their building as a fire assembly point.

It was unanimously agreed that the policy is agreed once a reply is received from The Oasis Centre to use the area in front of their building as a fire assembly point.

883.6 It has been reported that some people are not receiving their mail from the Council, this problem is being investigated. Councillors were asked if they are not receiving their mail could they please let the Town Hall office know straight away.

883.7 The Deputy Town Clerk reported she is dealing with a number of things for the recreation ground. The business plan is taking shape but it needs a lot more information with the help of the committee. She reported she was planning to be able to present the project to the Full Council next month. She informed the Council she would rather answer questions relating to this project then as there are still a lot of things in progress.

884. JUSTICES LICENCE – applications.

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884.1 There were no Justice License applications.

884.2 It was suggested to see if Swaffham town Council are still a consultee on Justice Licences.

885. PLANNING/DEVELOPMENT CONTROL:

885.1. Notification of Decisions.

3PL/2005/1060/F – Permission granted for proposed boundary fencing – Mrs Gilding, 75 The Oaklands	3PL/2005/1112/F – Planning permission granted for Erection of garage – Ronald William Keeling, 3 Haspalls Road.
3PL/2005/0758/F – Permission granted for proposed change of use of part existing car park & light commercial vehicle sales with portacabin office – Ex Little Chef, A47.	3PL/2005/1214/F – Permission granted for demolition of garage, extension to dwelling, erection of conservatory & double garage.

885.2. Planning Applications:-

3PL/2005/1405/F – Roger Bryn & Barbara Clarke – Eversley House, 8 Station Street – To divide house into 2 flats and one house. NO OBJECTION	3PL/2005/1406/LB – Roger Bryn & Barbara Clarke – Eversley House, 8 Station Street – Divide house into three units, alteration to internal walls & doorways, put solid roof on extg glasshouse conservatory NO OBJECTION
3PL/2005/1368/F – Mr D. Cannon – Land between Brocks Road & Turbine Way, Ecotech Business Park – 3 industrial units. NO OBJECTION	3PL/2005/1420/CU – Victor Manuel Pinto Silva, 95 Market Place – Change of use to tattoo parlour. NO OBJECTION
3PL/2005/1434/CU – Mr Malcolm & Ralph Cross – 7 Cley Road – Change of use from store to store and sales. NO OBJECTION – BUT CLAUSE ADDED TO THE PERMISSION FOR SALES INSIDE ONLY	3PL/2005/1436/F – N Anderson Esq – 30 Oaklands – Extension NO OBJECTION
3PL/2005/1456/F – Mr & Mrs J Gladd – 4 Merryweather Road – Conversion of one garage to bedroom NO OBJECTION	3PL/2005/1460/F – Mr M.J. Easey – Evergreen Farm, South Pickenham Road – 4 residential caravans for farm staff (renewal) NO OBJECTION

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885.3 Development Control

Application 3PL/2005/1059/EU and 3PL/2005/1240/F was heard by the Development Control Committee on 26th September 2005.

Notification of Applications 3PL/2005/1272/F and 3PL/2005/1340/F to be considered by Breckland Development Control Committee on 17th October 2005.

Following a short discussion on the above applications it was suggested that Cllr. D Butters attend the Development Control Meeting on 17th October to put forward the comments of Swaffham Town Council. Cllr. F Mann proposed and Cllr. S Lister seconded that Cllr. D Butters attend the Development Control Meeting on 17th October to put forward the comments of Swaffham Town Council.

It was unanimously agreed that Cllr. D Butters attend the Development Control Meeting on 17th October to put forward the comments of Swaffham Town Council.

A discussion took place relating to retrospective planning applications, it was suggested that these applications should be turned down in principle as it was felt the Council are making a rod for their own backs if they keep agreeing to retrospective applications. There were no proposals forthcoming.

885.4 A letter from Go East to grant the change of use for Shouldham Lane allotments 68-84 was circulated to all Councillors.

886. FINANCE:

886.1. Accounts for Payments for October 2005.

The list of Accounts for payment was circulated to Councillors. Cllr. S Lister proposed and Cllr. F Mann seconded to accept the accounts. See Appendix 2.

It was unanimously agreed to accept the accounts as listed.

886.2 Grant Section 137 - A letter has been received from the Citizen Advice Bureau requesting a grant to help with the Swaffham operation. The Deputy Town Clerk reported there is £800 in the budget, which is committed but there is a budget of £400 in the amenities and agency sundry. Following a short discussion Cllr. A Greaves proposed and Cllr. D Cannon seconded that a grant of £100 is given to CAB.

With 9 votes for and 1 against it was agreed to give a grant of £100 to Citizen Advice Bureau.

It was suggested to inform Charities of the budget for Section 137 grants. The Deputy Town Clerk advised this was being considered for the budget report.

886.3 The Deputy Town Clerk informed the Council of the following FINANCE DOCUMENTS

- Income & Expenditure sheet & Balance Sheet – both given to the council at 14th Sept meeting.
- Any Councillors absent – all documents put in their tray in reception.
- Copy of Annual Return & Statement of Assurance – Both given to the Finance Committee

Any Councillor has the option of attending the finance meetings or making an appointment with the Town Clerk to discuss the accounts. Copies of all information can be supplied on **request**.

887. JUBILEE HERITAGE PLAN.

887.1 The Deputy Town Clerk gave a general report from the Town Clerk to bring the Council up to date with where we are with the Museum Enhancement Project.

Reports from Structural Engineers and Quantity Surveyors have recently been considered by the Directors of the Museum. This has highlighted how bad the Town Hall actually is and that it is in a far worse condition than was first thought. Three first floor rooms will need to have steel beams put in to hold everything together to support a completely new floor.

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The Town Hall frontage is arguably the worst looking building in the Market Place at present with a lot of repairs required to windows and doors or in many cases complete replacement. In short there is a great deal of work to be done to simply put the building back in a reasonable state to make it weatherproof and structurally sound.

There is a dilemma at present as certain criteria are laid down for how the grant money is to be spent. The renovation work is obviously a central part of that but in order to meet certain outputs the Museum must see some improvements otherwise it puts the grant money at risk of being clawed back by auditors long after this project is completed. At the same time the Museum is being pressurised to spend their grant money as soon as they are able, as the project has a cut off point of December next year.

With the help of Jim Mullenger a retired Quantity Surveyor the Directors are going through the exercise of identifying essential work that has to be done, work that would be nice to get done if money allows and work that could be put off to a future project. Separate funding bids to the Heritage Lottery Fund will be made, but their assessment programme will mean that any additional funding will not be immediately available.

In addition some work is being identified to be carried out by volunteers, thus saving on labour costs. The Architect is currently preparing detailed plans for Listed Building Consent and the tendering process. The aim is to engage a contractor as soon as possible and to get works underway on site. But the budget is incredibly tight and the neglect of essential maintenance work over the past two decades has now been exposed.

The Town Clerk or the Deputy Town Clerk will continue to keep the Council informed of progress, as the ultimate responsibility for the Town Hall rests with the Town Council.

887.2 It was suggested that when setting the budget this year, things like the state of the building is remembered. There were no proposals forthcoming.

887.3 The minutes/reports from Icen Partnership were circulated to all Councillors.

887.4 The Minutes from Mott MacDonald re Town Centre Enhancement were circulated to all Councillors.

887.5 Information regarding second phase of town centre works was circulated to all Councillors.

887.6 1. Various letters from the access group were circulated to all Councillors for information only.

887.7 The Town Clerk had a meeting with Margaret Miles on the 23rd sept where she had some queries regarding the additional work in relation to the Town Hall extension and queries regarding the work of the architect, structural engineer and costings. All questions have been answered and Mrs Miles was satisfied with all explanations.

887.8 The Town Clerk and Deputy Town Clerk had a meeting with David Fitt and Andy Rawlings who are the Building Inspectors for Breckland Council and Gerry Burns on the 21st Sept. The council were assured that when the snagging work is complete they would get their building certificate. The architect has to prepare a slightly amended access statement. The largest of work the Council has to undertake is to have a hard standing access for a disabled space at the entrance which is being costed out at the moment.

887.9 It was reported there have been some concerns over the removal of the lights at the pelican crossing in London Street, it was stated these will be put back.

888. GENERAL CORRESPONDENCE:

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888.1 Information re training events from the N.C.A.P.T.C. was circulated to all Councillors. The Deputy town Clerk requested anyone wishing to attend to let the office staff know.

888.2 Information from N.C.A.P.T.C. regarding the Buckingham palace Garden Party was circulated, it was suggested that the Chairman, Cllr. Jerome Stockdale be entered into this draw. The Chairman will let the Deputy Town Clerk know if he would like to be entered into the draw.

888.3 Information from NALC re- a new Bill to Empower Local Councils was circulated to all Councillors. The Deputy Town Clerk stated as the Council are a member of Norfolk County Association and therefore as a member of NALC she felt obliged to put this request in front of you even though you considered it from a lobbying company called Local Works at the September meeting. The Council are members of the National Association who are asking for your support. It was agreed to support this as a Council.

It was agreed to support a new Bill to Empower Local Councils.

888.4 A request has been received from the Museum for a venue for a bonfire/fireworks display on the 5th November. Following a short discussion on Council land it was agreed there was no where suitable. Cllr. A Greaves proposed and Cllr. S Lister seconded that land within our control is unsuitable.

It was unanimously agreed that a letter is sent stating land within the council control is unsuitable for bonfires.

888.5 A letter of thanks from Sally Palmer of Norfolk County Council was circulated to all Councillors.

888.6 A copy of newsletter etc from the NCAPTC was circulated to all Councillors.

889.7 Copies of correspondence relating to an incident on Lynn Street were circulated to all Councillors.

888.8 A copy of a letter re Christmas Lights was circulated to all Councillors.

888.9 A request has been received from the Home Hospice Support requesting a market stall on two occasions free of charge. Cllr. S Matthews proposed and Cllr. A Greaves seconded to allow the Home Hospice Support a market free of charge to sell raffle tickets.

It was unanimously agreed to allow the Home Hospice a market stall free of charge to sell raffle tickets on two occasions.

A discussion took place regarding the sale of raffle tickets. It was unanimously agreed that each request is looked at and providing it is a reputable charity the Town Clerk has the authority to automatically agree to the sale of raffle tickets free of charge.

It was unanimously agreed that each request is looked at unless it is for the sale of raffle tickets and is from a reputable charity the Town Clerk has the authority to automatically agree to a charity stall free of charge.

888.10 A letter from the Red Cross requesting permission for the Mayor to present a 5 year service certificate to Mrs Ann Gunner at the November council meeting has been received and circulated to all Councillors. It was agreed for the Mayor to present the certificate to Mrs Gunner following the public session at the November meeting.

It was agreed for the Mayor to present the certificate to Mrs Gunner following the public session at the November meeting.

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888.11 A short discussion took place relating to a letter received from residents of Glasbury Walk requesting litter bins which was circulated to all Councillors.

It was suggested the council contact Highways with a copy of this letter and ask if it would be possible to place litter bins near the bus stops. Litter bins for the school would have to be put on a future agenda as it would involve finance. It was thought that the railings along the shrubbery area of the property are on private property but more research would have to be carried out.

The Deputy Town Clerk was instructed to send a letter to Norfolk County Council and the Contractors who are carrying out the work there to see if they would supply litter bins.

888.12 A letter from the Oasis Centre requesting some charity stalls outside their premises on Saturday 15th October was circulated to all Councillors. The money raised is in aid of the Jamaican Hurricane victims. Cllr. L Wise proposed and Cllr. S Matthews seconded for the Oasis Centre to have some charity stalls outside their premises on Saturday 15th October.

It was unanimously agreed for the Oasis Centre to have some charity stalls outside their premises on Saturday 15th October.

888.13 A request has been received and circulated to all Councillors from a market trader who currently sells wool and needlecrafts to add to their licence for haberdashery. This has been agreed in principle subject to talking with the Market Superintendent.

This has been agreed in principle subject to talking with the Market Superintendent.

888.14 Letters of correspondence regarding the public toilets have been circulated to all Councillors. The Town Clerk was instructed to reply to the authors of the letters and pass the letters to Breckland Council.

The Town Clerk was instructed to reply to the authors of the letters and pass the letters to Breckland Council.

A discussion took place relating to the toilets, following the reassurances Serco gave on steam cleaning the toilets. It was agreed a letter is sent to Serco and Breckland Council stating Swaffham Town Council is extremely unhappy with the cleanliness of the toilets.

It was agreed a letter is sent to Serco and Breckland Council stating Swaffham Town Council is extremely unhappy with the cleanliness of the toilets.

888.15 A letter received from Mr Bompas has been circulated to all councillors for information only regarding access to the churchyard via the Campingland.

888.16 A letter of thanks received from the Methodist Church to hold a stall outside the Methodist Church has been circulated to all Councillors for information only.

889.REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES.

889.1. A short discussion took place with regards to three representatives for the Management Group of the Assembly Rooms/Community Centre. Cllr. P Darby, Cllr. S Lister and Cllr. L Wise volunteered to be on the Management Group for the Assembly Rooms/Community Centre.

It was agreed for Cllr. P Darby, Cllr. S Lister and Cllr. L Wise to be on the Management Group for the Assembly Rooms/Community Centre.

889.2 Cllr. P Buxton requested a copy of the last Management Group Minutes. The Deputy Town Clerk will forward a copy of the Minutes to Cllr. P Buxton.

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889.3 HEALTH FORUM. It was reported there were two speakers this time. Trevor Birch from the West Norfolk Family Support Team and Daisy Lines the Diversity Officer of the west Norfolk CVS both of which cover our area. To receive Community Group, Club, Charity, Society or Agency reports.

The Family Support team works with children aged 4 to 16 and their parents through referrals from GP's, school health advisors and occasionally social services. Amongst other things they offer parenting skills training and support.

Daisy is the Officer for a 2-year project which aims to promote diversity within the voluntary sector. The aim is to find common links and support for people from all backgrounds including such groups as migrant workers and refugees to help all to integrate and work together.

889.4 RURAL TRANSPORT PARTNETRSHIP. David Cudsin is the new officer based in Kings Lynn until April. The two Rural Transport Partnerships, West and East Norfolk, will merge then. A business plan is being prepared now for the future of the group.

The Breckland Officer reported that 17% of households do not have access to a car. Breckland is planning to support 23 community car schemes in the area offering 40p per mile and public liability insurance for drivers with training if required, which was welcomed as a very positive step.

889.5 It was reported the Olive Tree AGM has been postponed until January 2006.

890. BRECKLAND COUNCIL.

890.1 A letter was circulated to all Councillors regarding a nomination for the Economic Development Thematic Group, Cllr. D Cannon volunteered to attend the first meeting.

It was agreed that Cllr. D Cannon should attend the first meeting.

890.2 A letter was circulated to all Councillors relating to an invitation to attend a Local Development Framework briefing session on 19th or 20th October 2005. Cllr. S Matthews and Cllr. A Greaves volunteered.

It was agreed that Cllr. S Matthews and Cllr. A Greaves attend the Local Development Framework briefing session.

890.3 A letter was circulated to all Councillors to discuss possible assistance for a 'Rough Sleepers Count'. Cllr. S Lister and Cllr. I Sherwood volunteered.

It was agreed that Cllr. I Sherwood and Cllr. S Lister assist with the 'Rough Sleepers Count'.

890.4 It was reported A Strategy and Core Policies Development Plan Document has been received. Appendices have been received that relate to a review that has recently taken place. A large document that could be viewed in the Town Hall.

890.5. Cllr. S Matthews reported she had attended the first meeting of C.D.R.P. with has merged with the Kings Lynn one. Persistent offenders and domestic violence are being targeted this year, in Swaffham domestic violence is the lowest in the area.

890.6 It was reported that Serco has bought a new pavement sweeper, the pavements will be swept once a week.

890.7 Information regarding street naming and numbering for Tower Meadow was circulated to all Councillors.

890.8 Information regarding street naming and numbering for Tumbler Hill was circulated to all Councillors.

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890.9 Information regarding street naming and numbering for Greenhoe Place was circulated to all Councillors.

890.10 The Strategy & Core Policies Development Plan Document was circulated to all Councillors.

891. NORFOLK COUNTY COUNCIL.

891.1 A letter was circulated to all Councillors with a request for an item re Youth involvement/activities for Teenagers to be placed on a future agenda. It was agreed the Town Clerk invite a member of the Youth Service Staff to the November meeting.

It was agreed the Town Clerk invite a member of the Youth Service Staff to the November meeting.

891.2 A letter was circulated to all Councillors with the Management Agreement Form to all Councillors regarding removable bollards on Market Place East. Following a short discussion it was agreed to sign the Management Agreement providing there is no further cost to the Town Council.

It was agreed to sign the Management Agreement providing another clause be added stating that there is no extra cost to the Town Council.

891.3 Cllr S Matthews reported that the crossing in Watton Road is in a re-negotiating stage, as the original which was passed by Breckland has been much criticised. A member of the Community Safety Police Team has confirmed its misplacement.

891.4 Cllr. S Matthews reported it was announced today NCC has won 7 bids for schools from the Government for new projects, a total of £32million. There will be a new special school in Kings Lynn which would take Swaffham pupils.

Cllr. Matthews explained about the clawback from schools, £30million was floating around Norfolk, schools knew that September 2006 was the deadline to get their balances in order. The mistakes which were found have been put right and now much less is being clawed back. The money clawed back is being distributed to other schools.

892. To notify of the DATES and changes of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-

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892.1. Tuesday 8th November 2005 at 6.30pm Recreation Ground Committee (*in the Council Chamber*) at 7.30pm Open Spaces. Committee (*in the Council Chamber*)

892.2. Wed 9th November 2005 at 6.45pm Full Council at the Town Hall (*in the Council Chamber*).

893. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960

893.1 Copies of letters from the Access Group were circulated to all Councillors for information only and are confidential at this point.

The meeting closed at 9.45 p.m.

Chairman.....

Appendix 1.

Mr R Clarke – The bus stop outside Doves Boutique towards Norwich is bad, you have to stand on the seat to keep dry.

Deputy Town Clerk – This is currently with Norfolk County Council, we are in the midst of having it changed, I will chase up the exact date for the new shelters, both there, the Tourist Information Centre and at Waitrose. There has been a delay objected to where it should be.

Mr D Horwell – The fencing around Netto's carpark is broken as it is being rammed with cars.

Deputy Town Clerk – The Town Council has no jurisdiction over this, the complaint must be made to Netto's.

Mr D Horwell – Numbers 1, 2 and 3 allotments have a load of rubbish on them.

Deputy Town Clerk – I will look into it.

Mr R Dowden – This is a poor turn out for a public meeting, needs to be published more, larger type in the Newsletter.

Mr R Dowden – Is there any news on the sale of the land yet for the swimming pool?

Deputy Town Clerk – We are waiting to hear from Cluttons, they are contacting Breckland.

Mr D Horwell – The North/South bypass is required, heavy traffic in the town.

Cllr. S Matthews – This was 4th or 5th on Norfolk's list, changes have taken place it is now the Eastern Region which covers six counties, because of this we are now further down the list.