

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 12<sup>th</sup> March 2008 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mrs C Baker, Mr D. Butters, Mr P. Darby, Mr C. Gunner,  
Mr D. Harman, Mrs T. Jennison, Mrs S Lister,  
Mr F. Sharpe, Mrs J. Skinner, Mrs P. Wade,  
Mr D. Wickerson.

Town Clerk: - Mr R. Bishop  
Deputy Town Clerk: - Mrs M. Meyrick

Public: - 24

**1292. APOLOGIES & REASONS FOR ABSENCE.**

1292.1. Cllr Sherwood gave apologies for absence due to work commitments.

**1293. DECLARATIONS OF INTEREST** – for items included on the Agenda.

1293.1. Cllr Harman declared an interest on item 6.3 as a member of the RNA and 7.2 as he is a neighbour.

1293.2. Cllr Darby declared an interest on item 8.6 as he is an allotment tenant.

1293.3. Cllr Baker declared an interest on item 8.11 and 11.1 as she is a Museum Director.

1293.4. Cllr Gunner declared an interest on item 8.11 and 11.1 as he is a Museum Director.

1293.5. Cllr Wickerson declared an interest on item 8.11 and 11.1 as he is the Museum Company Secretary and on item 8.6 as he is an allotment tenant.

1293.6. Cllr Butters declared an interest on item 8.11 and 11.1 as he is a Museum Director.

1293.7. Cllr Sharpe declared a personal and prejudicial interest on item 7.2d as this property is close to his business premises and if discussed a prejudicial interest on item 9.8.

THE MEETING WAS ADJOURNED AT 7.01P.M.

THE MEETING RECONVENED AT 7.14P.M.

**1294. MAYORS' REPORT**

1294.1. The Mayor announced that the award of the Honorary Citizen will be presented at the Mayor's Reception at the Assembly Rooms on Friday 18<sup>th</sup> April. The resident chosen by the Council to be awarded Honorary Citizen status goes to Mrs Pam Buxton. Mrs Buxton has done a tremendous amount for the town, various organisations and as a governor of Hamond's High School. A well deserved award.

1294.2. Civic Events for FEBRUARY and MARCH

Feb 14<sup>th</sup> - Kings Lynn Mart with my Deputy Mayor

Feb 26<sup>th</sup> - Hosted meeting 5 Mayor and Clerks of BDC

Mar 3<sup>rd</sup> - Welcomed our new Youth council to the chamber for their first meeting.

Mar 9<sup>th</sup> - Attended Civic Service by invitation of Sheriff of Norfolk at St Margaret's Church Kings Lynn.

1294.3. It was requested to bring forward item 11.1. (a) To include clarification by the Town Clerk of financial issues raised at the February meeting in relation to the reports received by Swaffham Museum Ltd and subsequent press reports and correspondence.

**It was unanimously agreed to bring forward item 11.1 a) for discussion.**

## **Page 733**

The Town Clerk (who was not present at the last meeting) had circulated a two page report listing five main issues:-

1. Full details of the Museum Loan and repayments due.
2. Answering criticism regarding the timing of charitable status.
3. Correcting financial details of the O2 project listed wrongly in the local press.
4. Correcting the claim in the local press that money was diverted from salaries to pay for essential repair work.
5. Confirming that the exit strategy of the Museum O2 project regarding professional staff which if continuation funding could not be found would revert to being run by volunteers.

It was stated by the Chairman of the Museum that the Foyle Foundation only accepts applications from registered charities to apply. The Esmee Fareburn gives to charitably inclined organisations.

The Town Clerk stated that both of the organisations give to not for profit organisations which the museum has been since it formed as a Company limited by guarantee. The Museum had previously applied to both organisations and had been turned down for reasons other than lack of charitable status.

The Company Secretary of the Museum stated that it was technically wrong to assume the Town Council agreed to loan the museum £20,000, they approved a loan, the Council applied on behalf of the Museum for that loan and it is the Museum that has the loan.

The Town Clerk confirmed that the Town Council has temporarily loaned the Museum £20,000 in advance because a public works loan has not been achieved yet.

1294.4. A copy of a press statement and a letter received by e-mail today from the Chair of the PCT Board Sheila Childerhouse has been circulated to everyone at the meeting. This follows the second meeting between all parties held last Friday 7<sup>th</sup> March at the Town Hall between all interested parties.

## **1295. POLICE REPORT**

1295.1. Correspondence with Police regarding attendance at meetings and information regarding safer neighbourhood scheme has been received and circulated to Councillors. An acknowledgement has been received from Inspector Carl Edwards and he has passed the Council's letter to the local Inspector for Swaffham Julie Wventh who will respond directly.

1295.2. There was no Police presence at the meeting but an e-mail from PCSO Paul Frostwick informs the Council that PC David Johnson has been moved to Dereham. A copy of an e-mail has been circulated with the current crime figures.

1295.3. It was reported that there has been a spate of break-ins on allotment sheds, the Safer Neighbourhood Team are aware.

1295.4. Councillors were concerned with the fluctuating numbers of the staff for Swaffham. Swaffham once again is being down graded. The members of the public have concerns of a general nature, a genuine concern; Swaffham needs a solid police presence. The Mayor reported that she had attended a recent LAG meeting which covers the areas of Dereham, Watton and Swaffham. At these meetings monthly crime figures are given and Swaffham is regarded as a quiet place. Dereham has much more trouble at the weekend than Swaffham. It is understood that by April Swaffham should be up to the full police quota.

**It was agreed for the Town Clerk to send a letter on behalf of the Council noting concerns of the level of policing in Swaffham.**

**1296. MINUTES**

1296.1. The Minutes of Wednesday 13<sup>th</sup> February 2008, amendment – page 725 item 1284.12 should read “Cllr Wade proposed and Cllr Wickerson seconded to rescind the decision to install blue lighting in the public toilets”, subject to this amendment the minutes were agreed and signed as a true record by the Chairman.

**1297. REPORT FROM THE TOWN HALL**

1297.1. Swimming Pool Land Purchase.

The latest two e-mails received from Mr. T. Raikes at R.H. & R.W. Cluttons are as follows:-

12<sup>th</sup> February – *“I have now heard from James Stone, he has confirmed that the Deed of Easement with Breckland has been agreed. This is being engrossed ready for signature. I also understand that the contract with the Town Council is also agreed and that Agricultural Land Improvement Holdings can now proceed to engrossments so that both transactions can be completed simultaneously.”* 27<sup>th</sup> February – *“I understand from speaking with James Stone that the Deed of Easement has been signed with Breckland and that there is no reason why the sale to your Council should not proceed.”* Both e-mails are saying the right things, but there is nothing further to report. It would be good to give a firm timetable for completion; it would be fantastic to report that the purchase is completed. To date that can't be done; pressure is being applied gently but firmly.

1297.2. Bowls Club project for new changing rooms.

The Town Council have submitted the planning application on behalf of the Bowls Club and will be discussing the possibility of grant funding from Breckland Council with Joe Liggett on 18<sup>th</sup> March.

1297.3. Progress report regarding the additional wording on the War Memorial, (RNA/RBL). The order has been placed with Bretts at Watton and everything is on schedule to have the new inscription unveiled on 29<sup>th</sup> June.

1297.4. The Town Clerk attended a Larger Councils meeting at North Walsham on 19<sup>th</sup> February with the Deputy Town Clerk. The main topic was Section 106 agreements, with two speakers from different authorities and a general debate amongst the Larger Councils present.

1297.5. The Town Clerk was part of a steering group to discuss a draft Breckland Town & Parish Councils Charter at Dereham on 25<sup>th</sup> February with Laura Apps-Green leading the debate. The amended draft will be circulated to Town and Parish Councils for comment in the summer.

1297.6. The new RBS Accounts system started to be installed on 20<sup>th</sup> February, this process will continue through to May. The existing Scribe accounting programme will run alongside the new system for a period of time to ensure continuity of service. The new system take time to get used to but with on site training and on line assistance available this will be a more complete accounts package in the longer term.

1297.7. Swaffham hosted a Five towns meeting on 26<sup>th</sup> February between the Mayor's and Town Clerk of the Town Council's in the Breckland District – Nick Moys & Sue Bloomfield were invited to speak on the subject of Section 106 agreements/planning obligations and how the new system will operate at Breckland. It is a complex subject that all Councillors will need to be updated on at a future training event.

1297.8. The refurbishment of the Public Toilets is almost complete and the Mayor will be officially re-opening them at 11am on 19<sup>th</sup> March. They will be completed within budget and on time open for Easter. Temporary arrangements have been put in place for three months for the cleaning, whilst the Council work on a specification which will go out to tender. Similarly temporary procedure for other management issues will be put in place to

get through the initial period. The Town Clerk has been assured that Breckland Council will be paying the £100,000 to the Town Council today.

1297.9. A request regarding seating arrangements at the meeting has been received.

**It was agreed that this issue will be discussed at another meeting.**

**1298. PLANNING/DEVELOPMENT CONTROL:**

1298 .1. Notification of Decisions/Information from Breckland Council:-

<b>3PL/2007/2045/CU</b> Planning permission granted for the change of use from snooker hall to social centre (retrospective). Theatre Street. Joaquim Manuel Da Silva.	<b>3PL/2007/1517/O</b> Outline planning permission granted for one dwelling and garage. Land adjacent 1 Low Road. Mr. M. Smith.
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1298.2. Planning Applications: -

<b>a) 3PL/2007/2029/F</b> Erection of Bungalow for farm manager of both sites. Silver Drift Farm, Kings Lynn Road, Banham Poultry Ltd. <b>NO OBJECTION</b>	<b>b) 3PL/2008/0145/F</b> Two storey extension to side & single storey extension to front. 3 Botwright Drive. Mr. D. Rowland. <b>NO OBJECTION</b>
<b>c) 3PL/2008/0165/CU</b> Change of use to A2 (eg professional, financial services, bookmaker). 44 Market Place, Zargon Ltd. <b>OBJECTION</b> – 6 votes to object, 3 against and 1 abstention.	<b>d) 3PL/2008/0185/F</b> Redevelopment to form 26 sheltered apartments, communal facilities, car parking & landscaping. 108 London Street & 110 Brandon Road. McCarthy & Stone Developments Ltd. <b>OBJECTION</b> 6 votes to object, 4 against - Access into Brandon Road and the close proximity to Watton Road – Paragraph 43 – amenity space with public access.  Cllr Sharp left the meeting at 7.43pm.
<b>e) 3PL/2008/0240/LB and 3PL/2008/0239/A</b> Resubmission for illuminated sign over existing shop front. 25 Market Place. B4 Industrials: Units P & Q <b>NO OBJECTION</b>	<b>f) 3PL/2008/0247/F</b> Replacement of existing asbestos clad dressing rooms with 2 refurbished & link steel clad portable buildings. Myers Playing Field, Shoemakers Lane. Swaffham Town Council. <b>NO OBJECTION</b>
<b>g) 3PL/2008/0186/F</b> Change of approved houses on plots 2 & 4 to bungalows. Land South of Norwich Road. Walnut Farm Developments Ltd <b>NO OBJECTION</b>	<b>h) 3PL/2008/0310/F</b> Rear porch and conservatory extension. 2 Rose Cottage, Shouldham Lane. Mr. & Mrs. T. Cotton. <b>NO OBJECTION</b>
<b>i) SP/Y/2008/3003</b> Replacement windows and doors. Westfield HFE, Westfield Road. Norfolk County Council. <b>NO OBJECTION</b>	

1298.3. Late applications received at the Mayor's discretion.

<b>3PL/2008/0205/F</b> Small barn to house tractor and grass equipment. Greenacres, Westacre Road. R.S. Vit. <b>NO OBJECTION</b>	
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1298.4. Notifications of planning enforcement & TPO's.

A copy of further correspondence has been received with Mr. & Mrs. P. Munford of 5 Sporie Road regarding an enforcement notice served on 4<sup>th</sup> October 2007. This is in respect of car sales and the situation has been dealt with to the satisfaction of the enforcement department.

1298.5. It was requested to find out when the enforcement of the Booze Busters signs will take place.

1298.6. Correspondence has been circulated to Councillors between Mr. & Mrs. Doran and Breckland Council in respect of Walnut Farm Development, South of Norwich Road. This correspondence has been copied to the Town Council for their attention.

1298.7. The Council welcomed Jamie Bird from Abel Homes, for a development at Castle Acre Road – to discuss their latest proposals and answer any questions. Abel Homes have plans on display at the rear of the room and they were invited to the meeting to receive questions from Councillors.

<b>It was agreed to suspend Standing Orders to allow Abel Homes to answer questions from the Council and the public relating to the development on Castle Acre Road.</b>
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There was concern raised with respect to parking and turning circles within the development. It was stated that there would be 15 affordable houses (Housing Association) on a site of 51 houses/flats. There was also concern regarding the flooding of the area, when Northwell Pool Road floods it all floods down into that area as well as Longfields. There needs to be some sort of pumping in that area to take away excessive flooding. Concern was also given regarding the possible overdevelopment of the site.

Abel Homes – We always approach Anglian Water and the Environment Agency with any new development. We consult historic maps and engineers and in this case we approached the Environment Agency as well as completing a flood risk assessment. The Environment Agency have confirmed they are happy with the plans, this site is not a flood risk area, the increasing of hard standing will be increased by very little. There is no drainage into the site; it is about controlled drainage into a large soakaway which will be approved by the Environment Agency and Breckland District Council. There will be no increased flood risk from this site.

The government wants developers to build a certain amount and we are in the bottom of that requirement. We have written to neighbours in New Sporie Road and Northfield that Road. With regards to parking there we have allocated 150% of parking for each house and some of the large houses they will have 2.

It was asked if a play area and equipment will be supplied for the development which Abel Homes state that there would be.

There is an existing pond area which will be retained. There will be some funding paid over for the future maintenance. There was concern with the fencing so Abel Homes will be re-designing it.

The question was asked if the foul water sewage will be upgraded.

Abel Homes – Anglian Water are saying that the existing system has sufficient capacity, if it is not then Abel Homes will have to pay for the upgrade.

It was asked if there green elements such as energy efficiency and lowering the carbon footprint has been taken into account within the design.

Abel Homes — 26 homes will have solar panels, they will all have high insulation, the windows are high of performance and there will be low water usage fittings.

The Mayor thanked Abel Homes for attending the meeting. At this point they left the meeting.

**1299. FINANCE:**

1299.1. The advance list was circulated in the meeting pack to Councillors for information; an updated list has been circulated to the Council this evening for approval. (Appendix 2)

**The accounts for Payment for March were unanimously agreed**

1299.2. Three small areas within the Shambles is now at last in the possession of the Town Council. This has been in progress for longer than the Swimming Pool land purchase. The land is not significant in size but the process we are still pursuing could potentially resolve the land dispute issue once and for all, this is the ultimate aim. This particular land transfer from Breckland Council is the first important step.

1299.3. Notification has been received from Norfolk County Council that a grant offer of 40% for Northwell Pool is to be deferred into 2008/09. The Town Clerk sanctioned this action, to move the grant offer into financial year 2008/09. The Project Officer is working on the delivery of this particular project. He was informed that grazing by the Ducks would destroy some of the planting soon after work was completed on site. It was therefore necessary to delay the project by two months. Part of this project is to put in place eco-islands for the Ducks in the centre of Northwell Pool to encourage them to roost at the pool itself rather than in the surrounding gardens. The written confirmation received is that the project will now proceed in April 2008, next month.

1299.4. Draft agreement with Anglian Water for management of Northwell Pool. This item was placed before the Council on the day of the previous Council meeting and the Council requested further time to give this consideration. The figures associated with the maintenance are not included in the agreement, as they are within budget agreed back in December 2007. 66% of the cost will be met by Anglian Water and 33% by the Town Council. The costs were agreed in the budget set in December but basically the administration costs were built into to agreement.

**It was unanimously agreed to accept the draft agreement with Anglian Water.**

1299.5. A request from Mr. C. Finch regarding fencing of his allotment at Tumbler Hill has been circulated to Councillors. Mr. Finch is a new allotment holder. Following a recent inspection of this allotment photographs of Mr. Finch's fence have been circulated to the Council for consideration. A new fence has been erected by the neighbouring allotment holder and fencing on the other three sides is still intact, whilst some areas are in need of replacement. The Council are under no obligation to provide fencing for any of the allotments, they decided to fence the allotments for tenants moving from Days Field or Shoulder of Mutton allotments. There are sufficient allotments still available which are fenced. It is therefore recommended to make no contribution towards fencing of this allotment. Cllr Lister proposed and Cllr Sharp seconded to make no contribution towards the fencing of his allotment.

**It was agreed with 2 abstentions not to give any financial contribution to Mr Finch for the fencing of his allotment.**

1299.6. It was reported that there are a number of rabbits on the allotments.

**It was agreed to place this issue on the Open Spaces agenda for discussion.**

1299.7. Estimates for the access tracks to the allotments have been circulated to the Council prior to the meeting. Last month a summary of the estimates was circulated at the meeting. The reason for this was that the final estimate had not been received in time to go out with the meeting pack. Each contractor was met on site at both allotment sites personally by the Town Clerk, they have all quoted like for like but some have also provided alternative solutions and these are detailed for consideration.

There is considerable variation in price and usually this demonstrates those contractors who are interested in doing the work and those who are not. The two highest estimates by coincidence arrived shortly after the unfortunate headline in the Lynn News "Rich beyond their wildest dreams" relating to the sale of allotment land, even though it is some way off being sold. Cllr Wade proposed and Cllr Harman seconded to have the main tracks and car park surfaced at Tumbler Hill and Shoemakers Lane allotment sites with additional material delivered to fill in pot holes elsewhere.

**There were 4 votes for, 5 against and 2 abstentions to accept the quote by Country Grounds Maintenance. The motion was therefore lost.**

Cllr Baker proposed and Cllr Lister seconded to accept the quote by EAS Plant Hire.

**It was agreed with 5 votes for, 4 against and 2 abstentions to accept the quote from EAS Plant Hire to have the main tracks and car park surfaced at Tumbler Hill and Shoemakers Lane allotment sites with additional material delivered to fill in pot holes elsewhere.**

1299.8. There is an additional recommendation to look again at the access tracks when money is available from the sale of surplus land and the Council have been fully reimbursed for the substantial expenditure they have incurred to date on the allotments. Cllr Lister proposed and Cllr Baker seconded to look at the other access tracks when money is made available.

**It was agreed to look again at the access tracks when money is available from the sale of surplus land and the Council have been fully reimbursed for the expenditure they have incurred to date on the allotments.**

1299.9. There was a progress report on the sale of allotment land: On the morning of the meeting the Town Clerk met with a potential company who could advise the Council and guide them through the process. This information will be brought to the April meeting with costs. On Friday last week the Mayor and Town Clerk met with the PCT at a meeting chaired by Christopher Fraser MP. All the details are now under review and various options will be put to the Council for consideration. (Press statement and letter from PCT released under item 3.3.

1299.10. Section 137 grant of £200 to the Garden Science Trust (late item February meeting). This item was received late at the last meeting and therefore not on the published agenda. It was necessary to ratify a grant of £200 to the Garden Science Trust.

**It was unanimously agreed to ratify the decision to grant £200 to the Garden Science Trust.**

1299.11. The Town Clerk and Museum Company Secretary David Wickerson have met on several occasions over the past year to discuss this draft lease for the Museum. It is

based on the leases for the Assembly Rooms and Community Centre, with specific detail being put in relating to the Museum and shared use within the Town Hall for the London Road access etc. This lease is for a 12 year period from 30<sup>th</sup> March 2007 superseding a previous 10 year agreement between the Council and the Museum dated 1<sup>st</sup> April 2002. The Town Clerk will answer any queries the Council might have on the detail of the lease which is recommended for formal approval. Cllr Lister proposed and Cllr Wade seconded to approve the lease for Swaffham Museum Ltd.

**It was unanimously agreed to accept the lease between Swaffham Town Council and Swaffham Museum Ltd.**

**1300. GENERAL CORRESPONDENCE:**

1300.1. E-mailed correspondence has been circulated to Councillors for information only, with Mr. Pigott an allotment holder at Tumbler Hill regarding access. Mr. Pigott is making a number of points relating to why the access roads to the allotments need urgent attention. The Town Clerk has replied explaining that a decision was not taken at the meeting in February and the reasons why contractors could not be instructed to carry out temporary solutions in favour of a more complete job.

1300.2. A copy of the Norfolk County Association of Parish & Town Councils journal has been circulated to the Council was circulated to all Councillors for information only.

1300.3. A copy of various e-mailed correspondence relating to the move of the TIC has been circulated to Councillors for information only. This has mainly been with the Chairman & Vice Chairman of the Tourism Association who has been invited to meet with the Mayor and Town Clerk but to date have declined the invitation.

1300.4. Correspondence has been circulated to Councillors from Ivan Bubbear regarding the Annual Town Assembly for information only. Mr. Bubbear has been informed of the date for the Town Assembly (this date has since been changed to Tuesday 15<sup>th</sup> April here in the Assembly Rooms). Mr Bubbear has been asked if he would like to raise issues with the Council now rather than at the Town Assembly, he has indicated in his latest letter that he would hope to obtain a wider view from the public and councillors at the meeting.

1300.5. Correspondence has been circulated to Councillors for information only from Monica C. Ericsson-Mortensson regarding carbon neutral Development and press cuttings. This letter is from a lady in Flitcham who raises the issue of the Council using their influence to build carbon neutral housing.

1300.6. Letters to and from invited dignitaries for the forthcoming Veterans Day Parade have been circulated to Councillors for information only.

1300.7. Correspondence was circulated to all Councillors for information only from the Hospital League of Friends are holding a bric-a-brac stall outside the Methodist Church on 16<sup>th</sup> August. In consultation with the Market Superintendent the Town Clerk has granted permission.

1300.8. A letter was circulated to all Councillors for information only from Cellador Productions Ltd regarding a Channel 4 programme regarding a new series about multi-generational households. They are looking for large groups of friends and/or families who are hoping to buy a large property together in order to pool resources and create a better standard of living. They would like the Council to consider publicising this on their web site or in the newsletter.

1300.9. The Town Council as a member of the County Association of Parish & Town Council have been informed of significant changes within NCAPTC. These include the retirement of the Executive Officer Stuart Chaplin and replacing him with a new Parish

Liaison Officer, plus upgrading the other staffing positions. The organisational review comes into effect from 1<sup>st</sup> April 2008. A copy of a business plan will be sent to all member Councils shortly this is for the next three years. The Council have the opportunity to comment on the changes if they wish

1300.10. Correspondence regarding Northwell Pool from Mrs. Stanley has been circulated to Councillors. The Town Clerk will respond to this letter regarding the on-going Northwell Pool project, as the floating island for the Ducks will not be in place now until next month. There is a suggestion put forward to the Council to consider traffic calming in Northwell Pool Road. It was reported that this is one of the recommendations that has come out of the Town Group.

**It was agreed for the Clerk to write to Norfolk County Council Highways department to look at traffic calming in Northwell Pool Road and the possibility of making it 2 way traffic at the top of the road.**

1300.11. Correspondence from Sue Chittock and Anne Tigue regarding the general behaviour of Councillors at the February meeting was circulated to Councillors. The letter from Sue Chittock was circulated prior to the meeting and the letter from Ann Tigue has been circulated to the Council at the meeting the evening. The Town Clerk has acknowledged both letters. The issues raised were generally regarding the Councillors' lack of respect and lack of appropriate manner toward each other. It was noted at this point that all the people that run the museum are voluntary and do a very good job.

1300.12. Details of a public consultation on draft policy 'Planning for Gypsy and Traveller Accommodation in the East of England' – East of England Regional Assembly was circulated to Councillors. The consultation period is from 25<sup>th</sup> February to 16<sup>th</sup> May on the Regional Spatial Strategy (RSS) Single Issue Review: Planning for Gypsy and Traveller Accommodation in the East of England. The full document is available on [www.goeast.gov.uk](http://www.goeast.gov.uk) there is a timetable set out ending late 2009 with the publication of the RSS single issue review by the government.

**It was agreed to put this item on the agenda for the April meeting.**

1300.13. Notification of NCAPTC meeting with the Boundary Committee on Thursday 13<sup>th</sup> March at County Hall, Norwich has been received and circulated to Councillors. The Town Clerk will be attending this meeting tomorrow evening in Norwich.

1300.14. The Town Clerk will be attending the workshop on the Boundary Committee's forthcoming review at Lyng on the 19<sup>th</sup> March and the Mayor the meeting at Norwich on the 20<sup>th</sup> March.

1300.15. The Norfolk Rural Community Council are holding a meeting regarding the Post Office Closures on 26<sup>th</sup> March 7pm – 9pm at Aylsham Town Hall.

**1301. Reports from COMMITTEE Chairmen/Councillors::**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
1301.1 Finance & General Purposes Committee	5 <sup>th</sup> Dec 07	31 <sup>st</sup> Mar 08	
1301.2 Open Spaces & Amenities Committee	5 <sup>th</sup> Mar 08		
1301.3 Planning	5 <sup>th</sup> Mar 08		Councillors were given a copy of the Town Council's response to the Matthew Taylor Review of Affordable Housing. Councillors were given a report on Local Development Framework – Regulation 26

			<p>Preferred Options Consultation on the Core Strategy and Development Control Policies Development Plan Document – consultation period ended 10<sup>th</sup> March 2008.</p> <p>The planning committee met last week to review the Core Strategy. The comments made have been collated into a single two page document which has been circulated to the Council at the meeting.</p> <p>Councillors were given a report on Norfolk Minerals and Waste Local Development Framework Core Strategy and Development Control: Preferred Options Stage; &amp; Minerals &amp; Waste Allocations: Issues and Options Stage consultation period ends on 28<sup>th</sup> March 2008.</p> <p>The planning committee met on 25<sup>th</sup> February to discuss this document and in there are no sites proposed for mineral extraction in Swaffham. The Deputy Town Clerk was tasked with supplying the committee with further information on Traffic &amp; Transport, Amenity &amp; Well being, Spacial Strategy and Environment sections of the preferred options document. This will be circulated shortly.</p> <p><b>It was agreed that on receipt of this information to feedback any comments to the Deputy Town Clerk by close of business on 25<sup>th</sup> March to allow the Deputy Town Clerk to collate and send back to NCC by the 28<sup>th</sup> March deadline.</b></p>
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1301.4 Recreation Ground Committee	27 <sup>th</sup> Feb 08	26 <sup>th</sup> Mar 08	<p>The Planning Obligations officer Sue Bloomfield has informed the Council that £35,000 + £4,200 interest will be made available for play provision at the Recreation Ground, subject to a suitable scheme being put forward. The Recreation Ground Committee is working on the Multi Use Games Area project, a vital part of their overall improvement programmed for the Recreation Ground. It is hoped that this could be targeted for implementation in the autumn providing all the necessary red tape can be tied up and up to date estimates are within budget. The overall cost is expected to be in the region of £60,000.</p>
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<b>Page 741</b>			<b>It was agreed to allocate £39,200 section 106 money to the Multi Use Games Area Project at the Recreation Ground.</b>
<b>1301.5 Town Group</b>	30 <sup>th</sup> Jan 08	7 <sup>th</sup> Apr 08	The Town Group has benefited from some positive press coverage recently. This has been to try and promote the next stage of the process which is a workshop on 7 <sup>th</sup> April where all four thematic groups are showcasing their early findings from the health check, including data from the town surveys and other consultation.
<b>1301.6 Personnel Committee</b>	19 Sept 07	18 <sup>th</sup> Mar 08	N.B. New date fixed for a Personnel Committee meeting. The Town Clerk will be giving the Council a brief report in the closed session under 15.1 on the agenda
<b>1301.7 Market Committee</b>	28 <sup>th</sup> Jan 08	28 <sup>th</sup> Apr 08	
<b>1301.8 Youth Council</b>	3 <sup>rd</sup> March 08	17 <sup>th</sup> March 08	Councillors have been circulated with a photograph taken at the inaugural meeting of the Youth Council on 3 <sup>rd</sup> March attended by both the Mayor and Town Clerk. Congratulations are due to the Deputy Town Clerk who as Lead Officer has worked for the past 18 months with the Steering Group, to see the first meeting with 14 very lively members of the Youth Council. They were set the task of taking photographs of things they liked and disliked in the town. The next meeting is on 17 <sup>th</sup> March to review their findings and see if there is action that can be taken. The first meeting certainly showed that the younger generation is very aware of what the issues are within the town and we look forward to the coming months to see how they go about their work.

**1302. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

1302.1. The Museum report was dealt with at item 3.3 and there were no other reports.

**1303. BRECKLAND COUNCIL.**

1303.1. The minutes of the CCTV Focus Group confirm the timetable for the tendering and implementation. The procurement process is underway and the contract is set to be awarded in the autumn. The next meeting was due to be this month but has been put back until early April to allow further information to be brought to the meeting.

1303.2. Notification of Changes to Planning Procedures, the National Standard Planning Application Form, Validation of Applications and Further Information has been received and circulated to Councillors.

1303.3. A letter has been received this morning from Mr. J. Bilby complaining about the installation of the recycling bins on the pavement outside Pedlars Café, Mr. Chips and the Portuguese Delicatessen.

1303.4. At a recent LAG meeting £200 was asked to obtain a small camera for the use of the PCSO's in Swaffham.

1303.5. An invitation has been received by the Town Clerk to attend a meeting with the Chief Executive and other Town Clerks of all five Market Towns. The issues to be discussed include: Community partnerships and their role/involvement with the Town/Parish, Playgrounds and green spaces, HR advice, Training for Councillors (new members). This is the first of a regular series of meetings to discuss various topics of common interest.

1303.6. A conference on engaging with and support migrant workers is being held at Lynford Hall on 28<sup>th</sup> March.

**1304. NORFOLK COUNTY COUNCIL.**

1304.1. A copy of a response to Mr. Wilkin from the Highways Agency has been circulated to the Council. Mr. Wilkins letter was received at the February meeting and passed on to Norfolk County Council as the issues related to the town centre.

1304.2. Highways have informed the Town Council that the section of footway in Providence Terrace is maintained by them and there is a scheme programmed for re-surfacing in the summer. The weeds would be treated in advance of the scheme.

1304.3. The new directory of Care Choice Ltd which is a directory to help people find the right care for themselves or a relative.

1304.3. Footpaths from Castle Acre Road down to New Sporle Road need clearing.

**1305. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

1305.1 Monday 17<sup>th</sup> March 2008 – Chairmanship/Training at 7pm in the Town Hall.  
Youth Council at 6.30pm on the Town Hall (Room 1)

1305.2 Monday 31<sup>st</sup> March 2008 – Relief in Need at 7.00pm Town Hall  
Finance & General Purposes Committee at 7.45pm at the Town Hall

1305.3 Monday 7<sup>th</sup> April 2008 – Town Group Workshop 7pm – 9pm at the Assembly Rooms

1305.4 Wednesday 9<sup>th</sup> April 2008 – Full Council at 6.45pm at the Town Hall.

1305.5 Monday 14<sup>th</sup> April 2008 – Public meeting re-Sport & Leisure – 7.00pm at the Assembly Rooms.

1305.6 Tuesday 15<sup>th</sup> April 2008 – Annual Town Assembly 7.00pm at the Assembly Rooms

N.B. The day has been changed to Tuesday, the date is as previously advertised. The Town Clerk did not allow for the 29<sup>th</sup> February when booking this back in the Autumn.

1305.7 Friday 18<sup>th</sup> April 2008 – Mayor's Reception – Assembly Rooms.

**Page 743**

1305.8 Thursday 24<sup>th</sup> & Friday 25<sup>th</sup> April 2008 – SLCC Larger Councils Conference – London.  
1305.9 Monday 28<sup>th</sup> April 2008 - Market Committee – 7pm at the Town Hall.

**1306. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1306.1. The Town Clerk gave a report regarding training of staff.

<b>It was agreed to allow the Town Clerk to close the office at his discretion for a total of 3 extra days for staff training.</b>
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Meeting Closed at 9.17p.m.

Chairman .....

Appendix 1

**TOPICS FROM THE PUBLIC SESSION**

New recycling bins outside Pedlars Café – There were complaints about the installation of the new recycling bins. Bins in a conservation area, should not be placed in a town like Swaffham.

PFI and Breckland Council – The transparency of the New Chief Executive of Breckland was welcomed but the town has been let down by Breckland Council.

Change of use – The Council were asked to object to item 7.2c of the agenda.

Swaffham Auction – The Council were asked if the auction was coming back to the town and what was being done to the gaps in the market.

Planning – The Council were asked to object to 7.2d as the foul water sewage in that area is a problem.