

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 9th April 2008 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

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

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

Public: - 10

1307. APOLOGIES & REASONS FOR ABSENCE.

- 1307.1. Cllr Jennison – personal reasons
- 1307.2. Cllr Baker - Holiday

1308. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 1308.1. Cllr Sharpe declared a personal and prejudicial interest on item 1315.8
- 1308.2. Cllr Wickerson declared a personal interest on item 1315.9 as he is Company secretary of the Museum and 1316.2. as he is an allotment holder.
- 1308.3. Cllr Darby declared a personal interest on item 1316.2. as he is an allotment holder.
- 1308.4. Cllr Butters declared a personal interest on item 1315.9 as he is a Director of the Museum.

THE MEETING WAS ADJOURNED AT 6.47 P.M.

THE MEETING RECONVENED AT 6.57P.M.

1309. MAYORS' REPORT

- 1309.1. The opening of the re-furbished public toilets in the town centre took place on Thursday 20th March just in time for the bank holiday weekend.

1310. POLICE REPORT

1310.1. Further to information circulated to Councillors prior to the meeting notification has been received regarding opening times at the Swaffham Police Station: Opening 9.00 – 15.00 hours alternate weeks Monday to Friday in Week 1 and Tuesday to Saturday in Week 2. Late information received yesterday states that the new Public Enquiry Officer has got to cover the Watton office on a Wednesday, so until further notice Wednesday's are now closed at Swaffham.

1310.2. The Town Clerk had arranged a meeting with Sgt Tracey Fox last week, but this was cancelled by the police. It is hoped to re-arrange this meeting in the near future.

1310.3. A letter has been received and circulated from Cllr C. Gunner who commented on the situation regarding a traffic warden. For clarification the police have notified the town hall of a change of staff relating to the Public Enquiry Officer on the desk at the Police Station and the previous employee returning to Thetford as a traffic warden (not Swaffham). Cllr Gunner raises issues relating to signage of the Theatre Street Car Park and Taxi waiting areas. Cllr Gunner proposed for these issues to be placed on a future agenda.

<p>It was agreed for all the issues raised by Cllr Gunner to be placed on a future Town Council agenda.</p>
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1310.4. It was queried whether or not a response to the letter sent from the previous meeting had been received. Cllr Wickerson proposed for a response to be chased up and to get an update on the precept for the Norfolk Constabulary.

It was agreed for a letter to go to the Norfolk Constabulary requesting a response to the letter sent last month and an update on the precept.

1311. MINUTES

1311.1. The Minutes of Wednesday 12th March 2008 were agreed and signed as a true record by the Chairman.

1311.2. The minutes of the Finance and General Purpose committee held on the 5th December 2007 were agreed and signed as a true record by the Chairman.

1312. REPORT FROM THE TOWN HALL

1312.1. There is no further news relating to the Swimming Pool land at this present time.

1312.2. Bowls Club project for new changing rooms.

A site meeting took place between Leisure Manager at Breckland Council Joe Liggett, representatives of the Bowls Club and the Town Clerk on 18th March. The new grant criteria at Breckland made it difficult to move things forward within a time frame that was acceptable to the Bowls Club. The Town Clerk then agreed to issue the necessary orders to commence the project on the proviso that the Bowls Club were in a position to financially meet the balance over £10,000 which would be coming from the Town Council. The Bowls Club were pleased to proceed on this basis on the understanding that the balance would be no more than £5,000. Work has begun on site and the new changing rooms are due to be completed later this month. It was subsequently agreed to make a retrospective grant application for £3,000 from Breckland Council. Councillors were reminded that it was agreed at the December Finance meeting to add this amount to the Public Works Loan to allow this project to go forward. Once the Section 106 money has been received the loan can be repaid.

1312.3. Sound System

The work has commenced on the sound system for the Council Chamber. It was hoped to have this in place by the meeting but electrical suppliers were holding back stock at the end of their year whilst stock taking took place, so there has been a slight delay.

1312.4. Staff Training Days

The Town Council agreed for the Town Hall to be closed to the public for three training days in addition to the Wednesday's that we are closed. The first two are on Thursday 17th April and Thursday 1st May.

1312.5. There was a reminder that there will be a public meeting on Monday 14th April in the Assembly Rooms to discuss sports/culture provision for Swaffham.

1313. PLANNING/DEVELOPMENT CONTROL:

1313.1. Notification of Decisions/Information from Breckland Council:-

3PL/2008/0247/F Planning permission granted for the replacement of existing asbestos clad dressing rooms with 2 linked steel clad portable buildings. Myers Playing Field, Shoemakers Lane off Cley Road. Swaffham Town Council.	3PL/2008/0145/F Planning permission for two storey extension to side & single storey extension to front. 3 Botwright Drive. Mr. D. Rowland.
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3PL/2008/0053/F Planning permission for the erection of smoking shelter. Ex-Serviceman's Club, Lynn Street.. Ex-Serviceman's Club.	3PL/2008/03110/F Planning permission for rear porch and conservatory extension. 2 Rose Cottage, Shouldham Lane. Mr. & Mrs. T. Cotton.
3PL/2007/1872/LB Listed Building Consent and 3PL/2007/1867/F Planning permission granted for proposed two dwellings & detached garages with removal of small outbuilding and entrance gates. Garden of Eversley House 8/10 Station Street. Roger & Barbara Clarke.	

1313.2. Planning applications:-

<p>a) 3PL/2008/0286/F Conversion of barn to dwelling. Vine Cottage, Pleasant Row. Mr. & Mrs. I. Swadling. NO OBJECTION - 9 votes agreed to No Objection with 2 abstentions.</p>	<p>b) 3PL/2008/0345/F Demolition of redundant warehouse building & house for the erection of 51 dwellings. Bernard Matthews Hatchery, Castle Acre Road. Abel Homes Ltd.</p> <p>OBJECTION – 6 votes agreed to Object with 1 against and 1 abstention On the grounds of multiple accesses on to the A1065 as per Norfolk Highways objection. Also loss of amenity to residents at the Sporle Road/New Sporle Road junction. Also object to the directing of foul water sewage from the development into the New Sporle Road network.</p>
<p>c) 3PL/2008/0427/F Conversion of previously approved barn into two units. Unit 3, Valley Farm Barns, Pickenham Road. Mr. A. Brennan. NO OBJECTION</p>	<p>d) 3PL/2008/0453/F Change of use ground floor A1 to A2/A3, and 1st floor A1 to residential units, external adaptations to roof. 75 Market Place. Dam Estates Ltd.</p> <p>OBJECTION – 1 Abstention On the grounds of insufficient parking, contravention of certificate A, no storage for wheelie bins. There is also concerns relating to the security of adjoining properties from the roof access.</p>

1313.3. Late Planning Applications.

<p>a) 3PL/2008/0471/LB New timber fascia sign to building frontage with vinyl applied lettering. 46 Market Place. Mr. R. Bannatyne. NO OBJECTION</p>	<p>b) 3PL/2008/0479/F Erection of single storey side extension. 1 King Street. Colin Granger. NO OBJECTION - 1 Abstention</p>
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c) 3PL/2008/0480/F Erection of two storey extension (alternative proposal). 1 King Street. Colin Granger.
NO OBJECTION - 1 Abstention

1314. FINANCE:

1314.1. 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 April were unanimously agreed

1314.2. A request has been received from W. C. Littleproud & Son Ltd Funeral Directors to waive all or part of fee for the burial on an infant. It was recommended to retain the cost of exclusive rights of burial at £105.65 but to either waive completely or reduce the cost of the burial fee of £94.75. Cllr Wickerson proposed to reduce the fee to £105.65.

It was agreed to reduce the fee to £105.65 on this occasion only.

Cllr Wade proposed and Cllr Sherwood seconded to place the issue of pricing structure and policy of the Cemetery on a future Open Spaces agenda for discussion.

It was agreed to place the issue of pricing structure and policy of the Cemetery on a future Open Spaces agenda for discussion.

1314.3. Further information relating to a request by allotment holder Mr. C. Finch for a contribution towards new fencing at Tumbler Hill. The Town Clerk was informed after the last meeting that Mr. Finch was in fact an existing allotment holder at Days Field moving to Tumbler Hill allotments. The information given to the Council could therefore have influenced the Council when making their decision not to grant any funds towards replacement fencing as it was reported that he was a new allotment holder. However, the claim from Mr. Finch is not for compensation for moving costs, it is specifically for replacing existing fencing. It is therefore recommended not to change the decision taken at the last meeting in the light of this new information. Cllr Sharpe proposed and Cllr Wickerson seconded to not to change the decision taken at the last meeting.

It was agreed with 1 abstention not to change the decision taken at the last meeting not to grant Mr Finch compensation to replace existing fencing.

1314.4. Appointment of external auditor by the Audit Commission.

The notification of external auditor was circulated to the Council prior to the meeting. Further notification has been received from Mazars for the audit of accounts for the year ended 31st March 2008 which was been circulated at the meeting. It sets out the timetable for this years audit giving a shorter statutory deadline, as the annual return has to be completed by 31st July 2008. This deadline will move forward a further month to 30th June 2009 the following year. The explanatory notes sets out how the completion of the return needs to be carried out, as it is an intermediate audit as the turnover is above £200,000. It includes six enclosures which sets out the requirements for bank reconciliations, explanations of all significant variances and additional information required.

1314.5. Report from the Town Clerk regarding the Refurbished Public Toilets and the principle of added security by CCTV around the exterior of the building. The general comments related to the public toilets have all been complimentary to date. There is still some outstanding issues to resolve such as the slot meters to allow the 20p's to be collected. There has been minor vandalism, but this has been dealt with.

A copy of e-mailed correspondence with Cllr Pippa Wade and a snagging list for the toilets has been circulated to the Council at the meeting this evening. These highlight most of

the outstanding issues with the contractors Evergreen. In discussions with various Councillors, the contractor and Cool Cabs there is still a general feeling that the Council could increase the security of the building. CCTV is an effective deterrent and if recordable a useful tool to the police in solving petty crime. The likelihood of increasing the CCTV level in the town to cover the area around the public toilets is slim. A local solution would compliment the system currently maintained by Breckland Council. If a monitor was situated in Cool Cabs and cameras covered the various angles in four or five locations around the Shambles, it could help Cool Cabs to monitor potential problems and react quicker to problems as they occur. It was recommended to obtain estimates for a localised CCTV system, recordable and managed by Cool Cabs.

It was agreed for the Town Clerk to obtain estimates for localised CCTV, recordable and managed by Cool Cabs. It was agreed for data protections issues to be investigated regarding outside contractors using the system.

1314.6. It was reported that a man was sleeping in the disabled toilets at night time and that people are getting a disabled key who shouldn't. It was reported that when a key is obtained from the Town Hall the public are asked to provide proof that they are entitled to have one. The possibility of locking the disabled toilets at the same time as the other toilets was discussed.

It was agreed to look into the DDA to see if there is any legislation that states that disabled toilets cannot be locked at night time.

1315. GENERAL CORRESPONDENCE:

1315.1. Notification of charity stall for the 1894 (Swaffham) Squadron of the Air Training Corps at the Market on 17th May 2008 has been received. This is a standard request for a charity stall with permission granted by the Town Clerk in consultation with the Market Superintendent.

1315.2. Notification of a charity stall outside the Methodist Church on 10th May 2008 for Royal British Legion Women's Section has been received. This is a standard request for a charity stall with permission granted by the Town Clerk in consultation with the Market Superintendent.

1315.3. Notification of charity stall for Save the Children Fund on the forecourt of 30 Market Place (permission given by Mapus- Smith & Minns Ltd) on Saturday 26th April 2008. This is a standard request for a charity stall with permission granted by the Town Clerk in consultation with the Market Superintendent.

1315.4. E-mailed correspondence with the Tourism Association regarding relocation of the TIC to the Museum and the possibility or not of a meeting has been received. It still looks unlikely that the Tourism Association will attend a meeting with the Mayor and the Town Clerk.

1315.5. Correspondence relating to the Veterans Day on Sunday 29th June 2008 has been received. An invitation has been sent to the Lord Lieutenant inviting him to attend the ceremony.

1315.6. Notification of network alteration from EDF Energy Networks at Shouldham Lane has been received.

1315.7. An official invitation from Hemmoor to this year's official civic twinning visit to take place on September 12th to 14th has been received. Letters are being distributed to Clubs and Societies in the Town making them aware of the dates and putting them in touch with the Twinning Association who are co-ordinating the trip.

CLLR SHARP LEFT THE MEETING AT THIS POINT.

1315.8. Correspondence relating to the proposed closure of the London Street Post Office in Swaffham, including notification of consultation period from Postwatch from 26th March 2008 to 2nd June 2008 has been received. A report has been received this morning from the Rural Community Council relating to the meeting held at Aylsham on 26th March 2008 with the Post Office, a copy of this was circulated to the Council at the meeting.

Councillors debated this issue with the following comments: -

The news is if one post office is saved then another would be closed elsewhere. Norfolk is particularly badly hit and Breckland is the worst district hit in the County.

The Council and the public must argue the case about the new development on the Brandon Road between now and the 2nd June. There must be a case put together on behalf of the Council. The percentage of the population that live at that end of town are elderly. There is also a lot of families with partners that have the transport to go to work, someone is left at home without a car, Swaffham is a deprived area. It was reported that Breckland are making officers available for help with information relating to the demographic figures for the area etc. Cllr Sherwood proposed and Cllr Gunner seconded for officer time from the Town Council to put a case forward for Swaffham.

It was agreed for officer time from the Town Council to put a case forward for Swaffham via a working party. Councillors are to let the Town Clerk know if they would like to be a part of the working party, the deadline for the Town Council to comment is the 2nd June.

All Councillors must encourage the public to write a letter as well and copy the Town Council in, this will enable the Council to include any letters with their response. It was reported that the Lynn News were circulating a petition against the closure of post offices.

It was agreed for the Lynn News petition to be placed on the reception desk at the Town Hall.

CLLR SHARPE RETURNED TO THE MEETING AT THIS POINT.

1315.9. An invitation from Swaffham Museum Ltd to view the Museum has been received. The Council were also notified of the Accredited status from the Museums, Libraries and Archives Council. Congratulations were given to the Museum for achieving accreditation status and Councillors have an open invitation to visit the Museum to see the new displays.

1315.10. Information has been received relating to the Boundary Committee – Local Government Review. There was some verbal reports by Councillors who attended the events or workshops, similarly by the Town Clerk on this issue. Information has been circulated to the Council in particular the option promoted by Breckland Council which is Coast, Country and City to achieve three unitary authorities for Norfolk. The Boundary Commission will be consulting on the preferred option in July.

It was reported that the cost of implementing unitary status is around £100 MILLION for the whole of Norfolk, that money would have to be recouped in the future. The public will have their say from the 7th July, by the end of 2008 the Boundary Committee will make recommendations on how to go forward. Any changes will be in place by 2010.

The Breckland website has an explanation of what is going on including letters with Westminster. Norfolk people must make their comments known when the time comes, Councillors must encourage people to write to their district and county councils to ask to keep the status quo.

1316. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS.:

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1316.1 Finance & General Purposes Committee	31 st Mar 08	30 th July 08	Cllrs were given the draft Financial regulations as recommended by the Finance Committee. Cllr Wickerson proposed and Cllr Harman seconded to agree the finance regs. It was agreed to adopt the financial regulations
1316.2 Open Spaces & Amenities Committee	5 th Mar 08	7 th May 08	Cllrs were given the draft Allotment Tenancy Terms and Conditions as recommended by the Open Spaces Committee which have also been passed to SCALGA who have not objections. Cllr Sherwood proposed and Cllr Harman seconded to adopt the Allotment terms and conditions. It was agreed to adopt the Allotment Tenancy Terms and Conditions.
1316.3 Planning	5 th Mar 08		
1316.4 Recreation Ground Committee	26 th Mar 08	16 th Apr 08	A copy of Community Building Survey and notification of consultation event on Saturday 12 th April 2008 at the Assembly Rooms was circulated. Following consideration given to the results of the consultation day and the survey. There will be a recommendation to consider at the May Town Council meeting from the Recreation Ground Committee. This relates to a community project on the Recreation Ground and a proposed grant application to WREN.
1316.5 Town Group	30 th Jan 08	7 th Apr 08	The Town Group workshop was on Monday of this week. The comment from Janice Howell from the Rural Community Council – suggested in her opinion this was the best consultation event she had attended. All four thematic groups had prepared displays showcasing their early findings as part of the Town Health Check and for the Town Plan. These displays will be on show to the public an hour before the Annual Town Assembly next Tuesday in the Assembly Rooms.
1316.6 Personnel Committee	18 th Mar 08		
1316.7 Market Committee	28 th Jan 08	28 th Apr 08	
1316.8 Youth Council	17 th March 08	21 st Apr 08	The Youth Council took part in the Town Group workshop where they took photos of various things around the town and put on a display. This will also be shown at the Town Assembly.

1317. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1317.1. The Swimming Pool Association (SPA) Annual General Meeting will take place on Tuesday 22nd April in the Assembly Rooms at 7.30pm.

1317.2. The Friends of the Rec put held another car boot/craft fair on Sunday 6th April. It was a well attended event and just over £400 was raised.

1318. BRECKLAND COUNCIL.

1318.1. Correspondence with Breckland Christian Fellowship regarding an event at Orford Road on 20th July 2008 has been received. This is a standard permission letter granting consent to hold an event on land off Orford Road on the 20th July.

1318.2. Notification of receipt of the Resident's Self Help Guide – Emergency Planning has been received. A full copy of this guide is held at the Town Hall. The Council have been circulated with outline details only.

1318.3. A report on the consultation responses on the Breckland Sustainable Community Strategy has been received. This is a detailed report on the responses received during and after workshops held in February attended by the Town Clerk and the Project Officer.

1318.4. An invitation to a Youth Council briefing on Wednesday 21st May 2008 2pm – 3pm at Breckland Council Offices, Dereham has been received.

It was agreed that the Deputy Town Clerk attend this briefing as lead officer for the Youth Council.

1318.5. It was reported that Cllr Sherwood is the new emergency planning liaison officer for Swaffham.

1318.6. Breckland are organising Olympiad events, the public are encouraged to take part. Breckland will help with the organising of events you wish to put on.

1319. NORFOLK COUNTY COUNCIL.

1319.1. Correspondence relating to the Norfolk Minerals and Waste Local Development Framework Consultation has been received. This was notification that the consultation period has been extended by 4 weeks to conclude on 25th April 2008. The Town Council has already made comments online.

1320. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1320.1 Monday 14th April 2008 – **Public meeting re-Sport & Leisure** – 7.00pm at the Assembly Rooms.

1320.2 Tuesday 15th April 2008 – **Annual Town Assembly** 7.00pm at the Assembly Rooms.

1320.3 Wednesday 16th April 2008 – **Recreation Ground Committee** – 7.00pm at the Town Hall.

1320.4 Friday 18th April 2008 – **Mayor's Reception** – Assembly Rooms.

1320.5 Monday 21st April 2008 – **Youth Council** – at the Town Hall.

1320.6 Thursday 24th & Friday 25th April 2008 – **SLCC Larger Councils Conference** – London.

1320.7 Monday 28th April 2008 - **Market Committee** – 7pm at the Town Hall.

1320.8 Wednesday 14th May 2008 – **Full Council – Annual meeting** at 6.45pm at the Town Hall.

1321. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1321.1. A confidential report was given from the Town Clerk regarding the proposed sale of allotment land.

It was agreed to have a meeting with 3 companies to give a presentation in private to Councillors.

1321.2. Access improvements at the Town Hall.

The Town Clerk gave Councillors information relating to a quote received for improvements to the Town Hall. Cllr Wickerson proposed and Cllr Wade seconded to get 2 other quotes.

It was agreed for the Town Clerk to source another 2 quotes for the improvements to the Town Hall.

TOPICS FROM THE PUBLIC SESSION

Planning application for 75 Market Place – There was an objection to this planning application from a member of the public due to concerns of ownership of land and access to properties. Not enough detail on the plans regarding the entrance. There were security issues raised concerning the windows and doors of adjoining properties and that there would no where for refuse bins to be sited. Access at the rear will make present tenant very vulnerable, flat roof may make security of bank an issue also.

Police – It was mentioned by a member of the public that there are no police in attendance at this meeting. There were 2 PCSO's on patrol on the Watton Road shame they couldn't come to this meeting.

Post Office Closure - Is the Council doing anything about this. Concerned with communities in a deprived area, there are lot of elderly people in this town, has the council any contingency plans. This item was on the agenda for discussion.