

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 9<sup>th</sup> January 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, Mr I. Sherwood,  
Mrs P. Wade, Mr D. Wickerson.

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

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**1262. APOLOGIES & REASONS FOR ABSENCE.**

1262.1. PC Johnson.

**1263. DECLARATIONS OF INTEREST** – for items included on the Agenda.

1263.1. Cllr Jennison declared a personal interest on item 1269.3.

1263.2. Cllr Butters declared a personal interest on item 1269.4.

THE MEETING WAS ADJOURNED AT 6.48 p.m.

THE MEETING RECONVENED AT 6.55p.m.

**1264. MAYORS' REPORT**

1264.1. The Mayor attended the following Civic events: -

	Light Dragoons March through Dereham
13 <sup>th</sup> December	Well-Being Group meeting at Hospital with the Town Clerk
16 <sup>th</sup> December	Lions and Lioness` Lunch at Hamonds for Older Folk with the Deputy Mayor
21 <sup>st</sup> December	Joined Breckland Fellowship at their singing around the Buttercross with members from all the churches and joined them afterwards at the Assembly Rooms for refreshment and the hire of the room was paid for by the Town Council. It was a very heart-warming occasion on quite a chilly evening
25 <sup>th</sup> December	Visited the Community Hospital and the 5 various residential homes around the town during the morning with the Deputy Mayor. The visits started at 10am and finished at 12.10

**1265. POLICE REPORT**

1265.1. Councillors were encouraged to individually respond to the letter which was given out at the meeting relating the Police Authorities Precept for 2008/09. They propose to put up their precept by 9%, which will make it the highest police authority precept in the country. There followed a discussion whereby Cllr Sherwood proposed the Council write a letter to the Chief Constable and the Chairman.

**It was agreed that a letter is written to the Chief Constable and the Chairman of the Norfolk Constabulary stating that Swaffham Town Council found the 9% increase in the 2008/09 precept is not acceptable.**

1265.2. Details of an open meeting on 24<sup>th</sup> January at Wymondham were circulated to Councillors at the meeting.

**1266. MINUTES:**

1266.1. The Minutes of Wednesday 12<sup>th</sup> December 2007, the minutes were agreed and signed as a true record by the Chairman.

**1267. REPORT FROM THE TOWN HALL:-**

1267.1. Ray Johnson informed the Council yesterday that there had been a slight hiccup with the swimming pool land as Landmatch had tried to re-negotiate the previously agreed price for the access road with Breckland Council. The Town Clerk has requested clarification from the agent working on behalf of Landmatch.

**1267.2. Public Toilets:**

Work has commenced on the refurbishment of the public toilets. Notices informing of the work programme were distributed to all businesses that back on to the Shambles in person by the Town Clerk, to each car parked in the Shambles and on public display in the Shambles.

Following a site meeting prior to Christmas with the Town Clerk, Louise Green of Hairwork and the contractor Colin Stacey a site was agreed for temporary toilets. The first choice site being in the Shambles would cost more money to achieve due to crane hire. This was adjacent to the TIC close to the building but allowing access to all business premises, with a sign to be erected for Hairwork stating business as usual. On the morning of 3<sup>rd</sup> January the temporary toilets arrived on site to find a car parked in the area where the toilets would be situated. The Police and the Town Clerk were called to the site by the contractor. It was established that the vehicle which was untaxed belonged to former Town Councillor Paul Green. Mr. Green was requested to move his car by the Police but he refused. The area where the car is parked has questionable ownership and as such was not regarded as public property, so the Police could not move the car. In order to not hold up the contractors the Town Clerk sanctioned the additional cost of the crane at £250 + Vat to put the toilets into the Shambles, a similar cost will be incurred to remove the toilets. A telephone call took place between the Town Clerk and Paul Green on Friday 4<sup>th</sup> January, Mr. Green reported of tyres being slashed on his parked car. He also informed the Town Clerk that he would be watching and questioning Council decisions from now on.

A temporary arrangement has been put in place for cleaning the toilets. There has been a claim by the previous contractor employed by Breckland Council for one of their employees to have a TUPE arrangement, a transfer of undertakings which would result in having to take on this employee. This has been checked out with the Solicitor at Breckland Council and confirmed that TUPE does not apply to Swaffham Town Council.

There followed a number of questions including the cost of installing blue lights and turnstiles in the toilets, these costs will be available at the February meeting. The question of whether the Town Council has received the funds from Breckland Council relating to the toilets yet. The Town Clerk informed the Council that this will be in place once the conveyance has gone through; he is working with Breckland's solicitor on this.

**1268. PLANNING/DEVELOPMENT CONTROL:**

**1268.1. Notification of Decisions/Information from Breckland Council:-**

<b>3PL/2007/1644/O</b> Outline Planning Permission granted for a Single Storey dwelling. Land adjacent 101 Southland. Mr. & Mrs. A. Syer.	<b>3PL/2007/1372/CU</b> Planning permission granted for change of use from shop to domestic two bed flat. 4 Castle Acre Road. Mrs. M. Timmins.
<b>3PL/2007/1621/EU</b> Certificate of lawfulness for existing use for development granted for the Occupation of dwelling without compliance with agricultural workers restriction. Greenhoe Bungalow Norwich Road. Donald Roger Atkins.	<b>3PI/2007/1549/O</b> Erection of single storey dwelling. 45 Watton Road (land rear of 8 Oaks Drive). Oakwood Property Service.

<b>Page 715</b> <b>3PL/2007/1778/F</b> Planning permission granted for the extension to form garden room & additional bathroom. 60 Longfields. V.A. Terry	<b>3PL/2007/1755/LB</b> Listed building consent granted for the addition of double doors in (internal) wall shared with No. 93. Mother Hubbards, 91 Market Place. Mr. A. Martin.
<b>3PL/2007/ 1537/LB</b> Refusal of Listed building consent for the retention of non illuminated fascia signs (retrospective). 46 Market Place. Martin McColl Ltd.	

1268.2. To consider the following planning applications:-

<b>a) 3PL/2007/1945/CU</b> Change of use to eating area and toilets. 93 Market Place. Mr. A. Martin. <b>NO OBJECTION</b>	<b>b) 3PL/2007/1970/F</b> Erection of conservatory. 4 Oaks Close. Mr. Robert Salmon. <b>NO OBJECTION</b>
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1268.3. To receive & comment on any late applications received at the Mayor's

<b>a) 3PL/2007/2015/A</b> Erection of illuminated advertising hoarding. Brandon Road. Gladedale (Anglia) Ltd. <b>NO OBJECTION</b>	<b>b) 3PL/2007/2045/CU</b> Change of use from snooker hall to social centre (retrospective). <b>NO OBJECTION – suggest a muted colour on the outside wall.</b>
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1268.5. To receive any notifications of planning enforcement & TPO's.

Mr. & Mrs. D. Cannon, Land at Brocks Road and Turbine Way – letter advising compliance has been achieved.	McColls, Market Place (near Boots: New unauthorised signage) – exempt from planning permission.
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1268.6. Correspondence has been received and circulated to Councillors relating to Public Exhibition in relation to McCarthy & Stone's Proposed Development of 108 & 110 Brandon Road, Swaffham. Councillors were invited and attended the public exhibition at the Town Hall. The planning application will be made shortly.

## **1269. FINANCE:**

1269.1. Accounts for Payments for January 2008. A draft list of payments to date was circulated prior to the meeting; an updated list of payments was circulated to the Council at the meeting.

**The Accounts for Payments for January 2008 were unanimously agreed**

1269.2. A request has been received and circulated to Councillors from Mr Dunbar for use of a room at the Town Hall regarding a Credit Union Bank. This is a new organisation seeking a base to establish themselves. To hire a small room at the Town Hall for a 4 hour session would cost £16.50; it is recommended that a Section 137 grant is given to cover the cost of three months rent i.e. £214.50. This is to allow the Credit Union to establish itself and for a review within that three month period. Cllr Sherwood informed the Council that he had attended a meeting regarding this and would strongly support the organisation. It would benefit a number a people in Swaffham and is a not for profit organisation. Cllr Sherwood proposed and Cllr Darby seconded to support the Credit Union Bank.

**It was unanimously agreed to give a section 137 grant of £214.50 to the Credit Union Bank to establish themselves which will be reviewed at a 3 month period.**

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1269.3. A request has been received and circulated to Councillors to remove trees from Mr. A.R. Bland's allotment on Tumbler Hill. On inspection of the site at Tumbler Hill Mr. Bland is referring to a belt of small trees (possibly self sown) that have been left to establish a boundary in between four allotments that are back to back. The section of trees Mr. Bland requires to be removed is approximately 12 to 15 feet long. It is recommended to grant the request and carry out as much of this work using existing staff, before having to incur contractor costs.

**It was agreed to remove the trees from Mr Bland's allotment using existing staff, before having to incur contractor costs.**

1269.4. A draft Service Level Agreement for the Tourist Information Service for the period from Easter 2008 until 31<sup>st</sup> December 2009 was circulated to Councillors. It was also circulated to the Museum Directors and Pam Sayle at Breckland Council. Feedback was received from Pam Sayle and this was circulated to the Councillors at the meeting. The Museum Directors have agreed in principle to taking on the TIC service subject to agreeing the detail of the service level agreement. It is recommended to agree the spirit of the document, to amend some of the detail as appropriate and open into negotiations with Swaffham Museum Ltd. The final document can then be approved at the February meeting, if however agreement cannot be reached by the 31<sup>st</sup> January 2008 the Town Clerk should start to advertise for alternative premises and service providers for the TIC. There followed a discussion. A question was raised regarding the telephone line, in the agreement it states that it is as a basic service but on the back page it is listed as discretionary. The Town Clerk informed the Council that the first one doesn't have to be a dedicated.

**It was agreed the document should include the following: -**

- i) Opening Times should include a Saturday as one of the 5 days.**
- ii) The TIC area should be kept in a clean and tidy state.**
- iii) Pam Sayles's comments to be included.**

1269.4. The Full Council meeting venue for the period beyond February 2008 was discussed. The Assembly Rooms has been provisionally booked for Full Council meetings up until April 2008. The Council need to consider where they hold their meetings as a minimum for the next three months or longer if they wish. There followed a short debate relating to access issues and the recent access audit. The Town Clerk advised that the recommendations A & B will be completed before the end of March. Clarification was given by the Town Clerk that the estimates required for additional work will be at the February or March meeting. Cllr Lister proposed and Cllr Jennison seconded to move back to the town hall by the April meeting.

**It was agreed to move all Council meetings to the Town Hall starting from the April 2008.**

## **1270. GENERAL CORRESPONDENCE:**

1270.1. Correspondence with John Smith regarding the additional inscription on the War Memorial was received and circulated to Councillors. This letter referred to the recent decision regarding the additional inscription on the war memorial offering apologies for non attendance at a meeting. It also mentions a recent loss of keys to the Church Tower which has been rectified and the Cemetery Chapel being out of use for a recent service.

1270.2. Correspondence was received and circulated to Councillors from Mandy Lewis of the Citizens Advice Bureau regarding their move to the Community Centre. Two letters which crossed in the post were followed by an explanation regarding the move. The main issue to address was the Citizens Advice not giving notice in the proper manner or giving the Town Council an opportunity to make necessary improvements to accommodate their needs. There was an apology received and the reason for moving was the offer of

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improved accommodation at the Community Centre offering a specific service to 'Homestart' clients.

1270.3. Notification of stalls outside the Methodist Rooms on June 14<sup>th</sup>, July 17<sup>th</sup> and October 16<sup>th</sup> for Save the Children Fund; also on June 21<sup>st</sup> for Swaffham Bowls Club was received and circulated to Councillors.

1270.4. A letter of thanks from Norfolk & Norwich Association for the Blind was received and circulated to Councillors. This letter related to the Section 137 grant given by the Council.

1270.5. A thank you letter from Breckland Christian Fellowship relating to the Carols around the tree on the 21<sup>st</sup> December which was attended by the Mayor was received and circulated to Councillors.

1270.6. Late correspondence relating to another allotment compensation claim was received and circulated to Councillors from Mr. Paul Cater, as this item is finance it will have to be dealt with at the February meeting. Mr. Cater will be informed accordingly.

1270.7. Correspondence with Mr. D. N. Dixon regarding access to the allotments via Princes Street on behalf of the Residents Group was received and circulated to Councillors. Mr. Dixon has requested on behalf of the Residents who pay for the maintenance of a section of Princes Street. He suggests that contractors do not have prescriptive rights to the allotments and requests that contractors use the alternative access routes available at Shouldham Lane or Shoemakers Lane. It is recommended to arrange a meeting between Mr. Dixon, the Mayor and the Town Clerk with the aim of resolving the access of larger vehicles to the allotment sites.

**It was agreed to hold a meeting between the Mayor, Mr Dixon and the Town Clerk to discuss the issue of access to the allotments via Princes Street.**

1270.8. Notification of a CCTV Focus Group meeting on 15<sup>th</sup> January and to nominate a member for future meetings was received and circulated to Councillors. The Town Clerk agreed to attend the next CCTV Focus Group meeting on 15<sup>th</sup> January, 10am – 12noon at Breckland Council offices. It is recommended that a Councillor is nominated to attend future meetings if the Town Clerk cannot attend.

**It was agreed for the Town Clerk to go to the first meeting and then Cllr Skinner if the Town Clerk cannot attend.**

1270.9. Notification of the Norfolk Primary Care Trust's (PCT) consultation period and receipt of their 'Have your say consultation document' on their Proposed Vision and Priorities for 2008-2011 was received and circulated to Councillors. The consultation period is from 7<sup>th</sup> December 2007 to 29<sup>th</sup> February 2008. There is to be two public meetings at the EcoTech Centre on 29<sup>th</sup> January 2008 at 2pm and 6.30pm respectively. This document is not specific to Swaffham Community Hospital but Councillors may wish to attend the public meetings.

1270.10. A request was received and circulated to Councillors from Mr. I. Robinson to remove crops after the 9<sup>th</sup> January 2008 deadline from Days Field allotments. The request is to allow five tenants to continue visiting the Days Field allotments after the deadline to harvest crops of leeks, sprouts and broccoli; thus allowing fencing to also remain on site for a period after the 9<sup>th</sup> January 2008 deadline. The five tenants are Mr. Robinson, Mrs. I Anderson, Mr. P. Anderson, Mr. T. Rowe and Mr. A. Bland. The Town Clerk has made the point of why plant anything that would yield a crop after the notice to

quit deadline? But notwithstanding this it is recommended to grant permission for a period of no more than three months.

**It was agreed to allow Mr. Robinson, Mrs. I Anderson, Mr. P. Anderson, Mr. T. Rowe and Mr. A. Bland to continue visiting Days Field allotments after the deadline date to harvest crops for a period of 3 months and should it be necessary for whatever reason to enforce the 9<sup>th</sup> January 2008 deadline this can be done at 24 hours notice. If this result in additional clearance costs being incurred by the Council the tenants concerned would be liable.**

**1271. REPORTS FROM COMMITTEE Chairmen/Councillors::**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
1271.1 Finance & General Purposes Committee	5 <sup>th</sup> Dec 07	2 <sup>nd</sup> April 08	
1271.2 Open Spaces & Amenities Committee	7 <sup>th</sup> Nov 07	23 <sup>rd</sup> Jan 08	<b>This meeting is not shown on the agenda at item 14. It will be at 6.30pm on 23<sup>rd</sup> Jan with the Recreation Ground Committee following at 7.30pm</b>
1271.3 Planning	1 <sup>st</sup> Oct 07		
1271.4 Recreation Ground Committee	7 <sup>th</sup> Nov 07	23 <sup>rd</sup> Jan 08	<b>**Peoples Millions letter from the Big Lottery Fund re-the Sensory Garden project. The voting figures for the eight finalists for the Peoples Millions Grant have been received, with 3,034 being cast in favour of the Sensory Garden Project. This figure would have won on two out of the four evenings; it was the 4<sup>th</sup> highest vote, so Swaffham were extremely unlucky to be one of the three projects who did not receive a grant.</b>
1271.5 Town Group	15 <sup>th</sup> Oct 07	30 <sup>th</sup> Jan 08	
1271.6 Personnel Committee	19 Sept 07		
1271.7 Market Committee	30 <sup>th</sup> Oct 07	28 <sup>th</sup> Jan 08	<b>**To receive notification of French Market for Sunday 20<sup>th</sup> April 2008. N.B. Brunomart are returning to Swaffham in April for their second French Market, they are trying a Sunday on this occasion as their original intention was to set up on a Sunday. There last visit coincided with remembrance day, so they came on the Thursday instead.</b>
1271.8 Youth Council	26 <sup>th</sup> Nov 07	14 <sup>th</sup> Jan 08	<b>The Youth Council steering group meet next Monday at the Town Hall where the constitution will be formally agreed. This is in preparation for the inaugural meeting of the fully fledged Youth Council who meet on Monday 18<sup>th</sup> February at 6.30pm.</b>

**1272. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

1272.1. Cllr Skinner attended a Crime Prevention Panel meeting recently. They are producing an up to date leaflet on fraud figures to be included in the town newsletter. It was reported that the Campingland gates were smashed and walls knocked down. The

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panel believe that more lighting is needed in the churchyard and have offered £250 towards the cost. On the November 25<sup>th</sup> Christmas event on the market place there was a lot of violence took place that included a number of windows on Station Street being smashed. There has been a number of arrests by the police relating to this incident.

**It was agreed that costings for the installation of new street lights be sought for a future meeting.**

### **1273. BRECKLAND COUNCIL.**

1273.1. A map for the new siting for the Recycling Banks situated in the Theatre Street Car Park was been circulated to the Council.

1273.2. Sustainable Community Strategy – LSP – Workshop on Tuesday 15<sup>th</sup> January. The Town Clerk and the Project Officer will be attending this workshop at the Community Centre. Below are some important questions that was put before the Council:-

1. LSP Board recently identified 6 areas as the main focus for the strategy:
  - Developing safe cohesive communities
  - Stimulating economic prosperity
  - Delivering accessible services and addressing inequalities and deprivation
  - Promoting healthy living and active citizenship
  - Reducing our carbon footprint and tackling environmental challenges
2. The focus of the new strategy will be on those matters which require joint action by two or more of the organisations. Which pressing needs do you think are not being met because of a lack of “joined up” working?
3. Can you identify one particular issue or group of people whose needs should be paramount in the strategy? To put it another way, if there was one thing that the LSP could achieve over the next 3 – 5 years, what should it be?

**It was agreed that Cllr Sherwood will be going to Breckland Council take it up with the Executive Member about not being informed about this meeting in advance. The Town Clerk is to forward the e-mail correspondence to Ian.**

1273.3. A circular letter regarding Section 106 agreements from Nick Moys Principal Planning Officer (Major Projects) was received and circulated to Councillors. This is notification of the appointment of a Planning Obligations Officer Sue Bloomfield and proposed charges relating to Section 106 monitoring.

1273.4. There has been a £10,000 donation to care homes for an art sculpture. The Economic Development Service has entered the Creative East Award in the category of Best TV location. The ITV series ‘Kingdom’ is being contacted for suitable clips and a CD entry. The benefits of this will be raising profile the profile the area with media opportunities to promote the town and to promote Swaffham as a film/TV location.

### **1274. NORFOLK COUNTY COUNCIL.**

1274.1. A copy of Norfolk County Council’s newsletter has been circulated to each Councillor.

1274.2. The Archive Centre was announced to be the highest performing local authority archive service in England & Wales for which accolade the staff was naturally delighted, it is one of the most modern in Europe.

Cllr Matthews has spoken previously of the dampening effect of Government funding, where the last couple of years have seen the (Shire Counties) grant cut and given to other counties. The Government has decided enough is enough with some authorities nearing

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bankruptcy and have decided to stick at what they have done this year for the next 3 years with just a small adjustment. What happens is the Government works out with Norfolk County Council help how much money we need, then adjust it with this dampening effect which now means they are taking £25 million of that amount and this will change to £27 million up to year 3.

The Council did receive a grant which was more than expected but this bit of extra money was given especially for the open and accountable way the Council were able to prove to the government that it was really needed for the Adult Services. Cambridge had a less amount than Norfolk because it was judged not to have raised a reasonable enough precept to allay their costs whereas Norfolk's has been 4.99% and 4.75% these last two years.

**1275. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

**1275.1** Wednesday 23<sup>rd</sup> January 2008 – **Recreation Ground Committee** at 7.00pm Town Hall.

**1275.2** Wednesday 30<sup>th</sup> January 2008 – **Town Group** at 7.00pm at the Town Hall

**1275.3** Wednesday 6<sup>th</sup> February 2008 – **Relief in Need Charity** at 6.30pm at the Town Hall

**1275.4** Wednesday 13<sup>th</sup> February 2008 – **Full Council** at 6.45pm at the Assembly Rooms.

**1276. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1276.1. Progress report on resulting actions from DDA Access Audit Report. The Town Clerk advised that this item was discussed earlier in the meeting at item 1269.4.

The Meeting Closed at 7.52p.m.

Chairman .....

## **Appendix 1**

Listed below are the issues raised in the public session at the beginning of the meeting.

### Community Hospital

Contingency plans for the hospital if the PCT are unable to purchase land.

Town Council representatives at meeting organised by Christopher Fraser MP between Swaffham Town Council, the PCT, etc. and the minutes of that meeting.

A press release was given following this meeting which is available to the public.

### Recycling Banks

The Council have been given a location map of the Breckland recycling banks on Theatre Street. The public should have this also.

### Planned Housing in Swaffham

Any planned new housing in Swaffham should take into account for an improved infrastructure to deal with it.

### Allotments

Allotment land & Princes Street access – This issue is on the agenda for discussion. It will be recommended that a meeting is set up to discuss this issue with all parties concerned.