

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 11th June 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, Mr F. Sharpe,
Mrs J. Skinner, Mrs P. Wade, Mr D. Wickerson.

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

Public: - 14

1343. APOLOGIES & REASONS FOR ABSENCE.

- 1343.1 Cllr Lister – family commitment
- 1343.2. Cllr Sherwood – work commitment

1344. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 1344.1. Cllr Butters declared an interest on item 1350.3 and 1350.5
- .1344.2. Cllr Skinner declared an interest on item 1349.2 planning application 785/F
- 1344.3. Cllr Gunner declared an interest on item 1350.3 and 1350.5
- 1344.4. Cllr Wickerson declared an interest on item 1350.3 and 1350.5
- 1344.5. Cllr Baker declared an interest on item 1350.3 and 1350.5
- 1344.6. Cllr Darby declared an interest on item 1349.2 planning application 0785/F – his brother has a property opposite.

THE MEETING WAS ADJOURNED AT 6.49P.M.
THE MEETING RECONVENED AT 6.58P.M.

1345. POLICE REPORT

1345.1. Police Constable Linda Polish from the Safer Neighbourhood Team attended the meeting. She reported that there were 71 crimes for the month of May with 14 of those detected. This time last year there were 69 crimes with 24 detected.

The Safer Neighbourhood Team is now fully staffed. Priorities are set at Safer Neighbourhood Action Panel (SNAP) meetings that are held approximately every 2 months. The next meeting is on the 8th July in the Assembly Rooms. The SNAP team agreed to deal with anti social behaviour in Manor Way, Sporle Road, Merryweather Way and Sandringham Way.

1346. MAYORS' REPORT

1346.1. The Mayor attended the Mildenhall Bazaar on the 15th May and the King's Lynn Civic Service on the 18th May.

1346.2. An e-mail has been received regarding the disabled toilets from Adrian Phillips which has been circulated to the Council. It raises the question whether the door should be locked to the disabled toilet when the other parts of the public toilet are locked or whether it should remain open 24 hours. There followed a lengthy discussion whereby it was reported that some people had been camping out in the disabled toilet. The police have increased their checking of this area as drugs paraphernalia has been found. Cllr Wickerson proposed and Cllr Gunner seconded to lock the disabled toilets at the same time as the other toilets but make the key available when Cool Cabs are open.

<p>It was unanimously agreed to lock the disabled toilets at the same time as the other toilets but make the key available when Cool Cabs are open.</p>
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1346.3. The Mayor was asked to pull out the winning tickets for the Town Group Community Survey and the Visitor Survey. The winning numbers are: -

TOWN GROUP COMMUNITY SURVEY

1st Survey number 108

2ND Survey number 94

3RD Survey number 85

VISITOR SURVEY

1ST Survey number 16

2ND Survey number 2

All the winners will be notified by the project officer.

1347. MINUTES

1311.1. The Minutes of Wednesday 14th May 2008, amendment – page 754, item 1326.1, decision box - should read - Cllr Wickerson received 5 votes for the Mayoral election, amendment – page 755 item 1328.2 – should read – Iceni Board of Directors, subject to these amendments the minutes were agreed and signed as a true record by the Chairman.

1348. REPORT FROM THE TOWN HALL

1348.1. Swimming Pool Land Purchase.

It should be remembered that there was a lengthy delay with the purchase of the swimming pool site because of the issue with gaining the Deed of Easement. The Deed of Easement was received approx 6 weeks ago and it normally takes around 8 weeks for completion to take place which is normal timescales for a land purchase.

1348.2. The Council Offices

The offices will be closed for two weeks from week commencing 16th June, as reported at the last meeting. The office will close Friday 13th June at 12 noon in order to prepare the office space for the building work. Breckland Council and the Registrar have been accommodated elsewhere in the Town Hall and will continue as normal. It was reported that if any Councillor wishes to make an appointment to see the Town Clerk or any member of staff during the closure, to leave their details on the answer phone.

1348.3. Market

There has been an issue with a stall holder following the recent re-organisation of the Market. This is now resolved and he will be in line as previously requested from this coming Saturday. It was reported that the mobility pitch blocks the seating areas on Market day.

It was agreed for the Clerk to look into this.

1348.4. It is a difficult period of time of change and excessive workload, the continued patience of Councillors and the public will be appreciated.

1348.5. Bovis Homes proposed play area.

A copy of the proposed play area for the Bovis Homes site on Lynn Road was received this week. There are a number of issues that need to be addressed for example the amount of play equipment, position of the area etc. It is recommended that a meeting is set up with Bovis Homes, the Town Council and Breckland.

It was agreed to set up a meeting to discuss the Bovis Homes proposed play area.

1349. PLANNING/DEVELOPMENT CONTROL:

1349.1 Notification of Decisions/Information from Breckland Council:-

<p>3PL/2008/0479/F Planning permission granted for the erection of single storey side extension. 1 King Street. Colin Granger</p>	<p>3PL/2008/0471/LB Listed building consent granted for new timber fascia sign to building frontage with vinyl applied lettering. 46 Market Place. Mr. R. Bannatyne.</p>
<p>3PL/2008/0185/F Refusal of planning permission for the redevelopment to form 26 sheltered apartments, communal facilities, car parking & landscaping. 108 London Street & 110 Brandon Road. McCarthy & Stone Developments Ltd.</p>	<p>3PL/2008/0621/F Planning permission granted for the erection of conservatory to rear of property. 18 Lee Warner Road. Mr. Yerrill.</p>
<p>3PL/2008/0480/F Planning permission granted for the erection of two storey extension (alternative proposal). 1 King Street. Colin Granger.</p>	<p>3PL/2008/0615/F Planning permission granted for the siting of mobile home (renewal). Beechcroft, Lynn Road. Mrs. Jean Poulter.</p>
<p>3PL/2008/0534/F Planning permission granted for a single storey extension to dwelling. 64 Southlands. Mr. T. Bracken.</p>	<p>Y/3/2008/0286/F Planning permission granted for the conversion of barn to dwelling. Vine Cottage, Pleasant Row. Mr. & Mrs. I. Swadling.</p>
<p>3PL/2008/0427/F Planning permission granted for the conversion of previously approved barn into two units. Unit 3, Valley Farm Barns, Pickenham Road. Mr. A. Brennan.</p>	

1349.2. Planning applications:-

<p>a) 3PL/2008/0640/F Light Industrial units for commercial use, new build. Turbine Way. Mr. G. Patel. NO OBJECTION</p>	<p>b) 3PL/2008/0612/F AMENDMENT – Front/rear extensions & detached garage. Iona, Bears Lane. Mr. & Mrs. T. Rowe. NO OBJECTION</p>
<p>c) 3PL/2008/0786/LB and 3PL/2008/0785/F Change of use from A1 (shop) to A3 (restaurant) and A5 (hot food takeaway). 17 – 19 Station Street. Mr. Irfan Kucuk. It was noted that the Architect re-submitted application as it was not filled in properly. OBJECTION – parking problems and disruption to neighbours. NOTE – Should Breckland agree to this application the town council would like them to set a time limit on the closing times as this could cause disruption to neighbours.</p>	

1349.3. Late Planning Applications.

3PL/2008/0830/LB Erection of satellite dish to rear south wall of building. 46 Market Place. Mr. A. Kingsley. NO OBJECTION	3PL/2008/0969/F New security shutters to glazed area of store. Netto Foodstore, Lynn Street. NO OBJECTION
3PL/2007/1436/H REVISED LAYOUT – Brandon Road – Gladedale Developments A MEETING WAS SET UP TO DISCUSS THIS APPLICATION NEXT WEEK	

1350. FINANCE:

1350.1. The advance list was circulated in the meeting pack to Councillors for information; an updated list has been circulated to the Council for approval. (Appendix 2)

The accounts for Payment for June were unanimously agreed

1350.2. A report was given by the Town Clerk following a request from and a meeting with KLARS for accommodation and grant assistance to support a drop in for migrant workers at Swaffham Town Hall. This issue was deferred pending further information requested at the May meeting in addition to the eight pages circulated previously and detailed report at the last meeting. It related to how KLARS was funded. KLARS is funded by various grant making agencies including the lottery, but prime pump funding or match funding has to come from the community where the service takes place. It will then allows KLARS to build on the initial interest and take matters to a more viable footing.

The funding for £900 in office accommodation for one year at £17.25 per session and £1,000 in cash was recommended last month. The actual request was for six months accommodation for a pilot scheme which would be just £450 and the Council could then decide whether or not to grant anything further. The grant could come from the Council's match funding budget and the £17.25 includes the cost of the caretaker un-locking and locking up.

The KLARS project would eventually bring in income to the Town Hall if the pilot scheme was deemed to be a success and further funding secured from an outside source. It would be of great benefit to establish a migrant worker drop in session at the Town Hall, as they make up 10% of the resident population now. This is similar to the percentage of indigenous locals.

It proposed by Cllr Wickerson and Cllr Gunner seconded to give a grant of £450 to cover the cost of six months use of an office at the Town Hall for a migrant worker drop in. To support the principal of a migrant worker drop in service at the Town Hall and to consider giving a further grant as match funding.

It was unanimously agreed to give a grant of £450 to cover the cost of six months use of an office at the Town Hall for a migrant worker drop in. To support the principal of a migrant worker drop in service at the Town Hall and to consider giving a further grant as match funding.

1350.3. Report regarding correspondence and an estimate on the combined alarm system for the Town Hall and Museum. The Town Hall & Museum alarm issue needs to be deferred for a further month, as alternative estimates have been requested. The situation has improved since last month but it is still far from satisfactory that no list of

names has been supplied to the Town Council from the Museum for those taking responsibility in respect of alarm call outs.

It was agreed for Cllr Wickerson to meet with the Deputy Town Clerk Michelle on Monday to discuss call out lists.

1350.4. Grant to Icen Partnership of £100 for a Beach Party. It was decided at the May meeting to grant £100 towards the proposed Beach Party. This item has been placed on the agenda to be re-affirmed as it was a late item of finance that did not feature on the published agenda for the previous meeting. It was reported at the meeting that the outside event was cancelled due to the cost and logistic problems of having sand in the market place. The event will now take place in the Assembly Rooms.

1350.5. Swaffham Museum use of the Council Chamber free of charge for one hour to allow school parties to have lunch. It was decided at the May meeting to grant Swaffham Museum permission to use the Council Chamber. This item has been placed on the agenda to be re-affirmed as it was a late item of finance that did not feature on the published agenda for the previous meeting.

It was agreed to allow the Museum to use the Council Chamber free of charge for one hour to allow school parties to have lunch subject to no other bookings.

1351 GENERAL CORRESPONDENCE:

1351.1. Swaffham Town Council submission to the Post Office for the retention of the London Street Branch. This is a 10 page document sent to Laura Tarling at the Post Office Ltd making a supporting case for the retention of the London Street Post Office in Swaffham.

1351.2. Notification of permission granted for a charity stall to be held at the Market on Saturday 31st May 2008 for the Royal Naval Association. This charity stall will be a tombola to raise funds for the event to unveil the new plaque on the war memorial on Sunday 29th June 2008.

1351.3. Notification of permission granted to allow the Buttercross to be used for the annual balloon race for St. John's Ambulance on July 5th.

1351.4. Notification regarding charity stalls for the Save the Children Fund on 5th July and 2nd August 2008.

1351.5. A complaint has been received regarding a damaged memorial from Mrs. L.A. Moran. Various correspondence has identified some damage to a memorial stone. Further correspondence with photographs have been circulated to Councillors at the meeting. Mrs. Moran has apologised for her actions and comments in reporting the damage.

It was agreed to contact the Council's contractor and claim against their insurance for the damage caused to the memorial of Mrs Moran's relative.

1351.6. A request was received from the Breckland Christian Fellowship to hold a Family Fun Afternoon on the Recreation Ground on 17th August 2pm – 5pm

It was agreed to grant permission for the Breckland Fellowship to use the Recreation Ground free of charge for their proposed Fun Afternoon on 17th August 2pm – 5pm.

1351.7. A suggestion has been received from Mr C. Finch on how to control rabbits on the allotments. Mr. Finch suggests the use of a warrener or a reliable person who owns some ferrets to assist in the control of rabbits.

It was agreed that the responsibility of the control of rabbits on the allotments is up to the individual allotment holder.

1351.8. A letter has been received from Sheila Childerhouse, Chair of Norfolk PCT regarding a report going to the July board meeting. The letter states that the board paper relating to West Norfolk including Swaffham will be taken to the July board meeting of the PCT. It was the original intention to take it to the May meeting. It was stressed that getting it right for Swaffham and Norfolk is the priority and that the input of all stakeholders is appreciated. The existing community hospital has also contributed much to the debate and continues to provide excellent and good value care to the people of West Norfolk.

It was agreed that the Clerk replies to the letter stating that the Council will be waiting in anticipation of the Board of Directors decision in September.

1351.9. A letter has been received from the Swaffham Methodist Church informing the Council of repairs being undertaken at the Methodist Church on Monday 30th June through until 8th August.

1352. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS::

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1352.1 Finance & General Purposes Committee	31 st Mar 08	30 th July 08	
1352.2 Open Spaces & Amenities Committee	28 th May 08	3 rd Sept 08	
1352.3 Planning	15 th May 08		A meeting has been arranged for with David Spencer at Breckland for Monday 21 st July to discuss LDF Site Specific Policies & Proposals Document.
1352.4 Recreation Ground Committee	16 th Apr 08		An application for £250,000 to build a log cabin has been submitted to WREN. The committee will now have to wait until July to find out if it has passed the 1 st stage. If the committee passes the 1 st stage then the final outcome will not be known until December. The contract for the toddler/junior play area project will start in July for completion by the 7 th August.
1352.5 Town Group	7 th Apr 08	16 th June 08	
1352.6 Personnel Committee	18 th Mar 08		
1352.7 Market Committee	28 th Apr 08	30 th June 08	Next meeting is the annual traders meeting.
1352.8 Youth Council	2 nd June 08	14 th July 08	The Youth Council at their last meeting which was on Monday 2 nd

June went through the process of electing their Chairman and Vice Chairman. Each person nominated had to give a presentation detailing the reasons why they should be elected Chair and Vice Chair.

Emily Wright of the Sacred Heart was elected Chairman. Mario Goncalves of Hamonds High School was elected Vice Chairman.

The youth council decided that the first event that they would organise would be a Bingo evening. This will be open to everyone young and old. The youth council want to show that young people can be responsible and organised. The event will be on the 19th September in the Assembly Rooms

1353. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1353.1. Cllr Butters – Museum

It was disappointing that the Council and the Museum were not informed by the church of the 1st great church giveaway sale which included contents of the 1st Swaffham museum .

1353.2. Cllr Wade – Health Forum

Unfortunately Cllr Wade’s name was missed off the circulation list, this has been rectified. The next meeting is on Monday 16th June.

1353.3. Cllr Wade - Swimming Pool Association

The Swimming Pool Association have produced some SPA badges which are available at a cost of £1 each.

1353.4. Cllr Matthews – NCAPTC

There has been no decision yet with regards to Unitary Authorities, some people wanted to go for it and some didn’t. The NCAPTC wanted the Boundary Committee to look at the best way that Parish Councils would be included.

1353.5. A letter has been received from the Swaffham Community Transport regarding council nominees. Swaffham Community Transport has confirmed that they would like a Town Council representative for their organisation.

It was agreed for Cllr Gunner to be Swaffham Town Council’s representative for the Swaffham Community Transport.

1353.6. E-mailed correspondence has been received regarding theOlive Tree project council nominees. The Olive Tree Project has confirmed that they would like a Town Council representative for their organisation. Any Councillor wishing to be a representative for this organisation to contact the Town Clerk.

1353.7. A further letter has been circulated to Councillors informing them that the St Raphael Club is being wound down and will not require a Council representative.

1354. BRECKLAND COUNCIL.

1354.1. Permission to use the Market Place for the Swaffham Listen Hear Minibus Mobile Unit for the Norfolk Deaf Association. This is a standard permission granted by Breckland Council to use the Market Place every second Wednesday of every month from Wednesday 11th June from 10am – 12noon with a possibility of extending to 4 hours each session.

1354.2. Financial arrangement for the Transfer of Play Areas. The choice is a one off commuted sum of £30,400 or the original offer of £2,462 per annum for 30 years. The commuted sum figure is for the current play areas in Swaffham. Any new play areas that come out of developments would be negotiated through the section 106 agreement. Cllr Darby proposed and Cllr Gunner seconded to take the commuted sum.

It was unanimously agreed to accept the commuted sum of £30,400 for the transfer of play areas from Breckland Council to Swaffham Town Council.

1354.3. Local Development Framework – Site Specifics. The consultation process ends on the 30th September 2008. As previously reported an extraordinary meeting has been arranged with Breckland Council on Monday 21st July to discuss the site specific proposals. Various information has been circulated to the Council but the full document is approximately 200 pages.

1354.4. Breckland Councillor report

Breckland has set up a working party looking at payphones which mostly affects the urban areas of Thetford and Dereham as the telephone company wants to close them because of the cost of vandalism. There are no payphones to be closed in Swaffham.

1355. NORFOLK COUNTY COUNCIL.

1355.1. Details has been received of a DDA Compliance upgrade to bus stops in Swaffham with work commencing on 26th May 2008.

1355.2. Trading Standards – Car Boot Sales/Market Code of Practice. The Council has been asked to adopt this code of practice. It was proposed by Cllr Jennison to adopt this policy.

It was agreed to adopt the Norfolk County Councils, Trading Standards car boot sales and markets code of practice as Council Policy.

1355.3. Addition to the Definitive Map of a Restricted Byway off Princes Street. This is the formal consultation regarding making an Order of a Restricted Byway from Princes Street to Shouldham Lane. It is recommended to have no further comment and no objections.

It was agreed with 1 against and 1 abstention to have no objection to the making of an Order of a Restricted Byway from Princes Street to Shouldham Lane.

1355.4. An invitation has been received to attend a Local Transport Plan Delivery Seminar on the 15th July.

It was agreed to put this item before the transport group at the town group meeting on Monday.

1355.5. Report on street lighting requirement related to Watton Road crossing on the path running between Watton Road and Partridge Grove. The Town Clerk and Deputy Mayor looked at this request on site yesterday. There is sufficient lighting in the area, it is clear that there needs to be some tree trimming to allow the existing lights to do their job. The Town Clerk will discuss this with Local Highway Engineer Jason Glasspoole on Friday this week. It could be that some of the responsibility would be with the Town Council as they

are the lighting authority with regard to the off street areas. There are other issues with the crossing itself which is looking very shabby, the paint needs to be re-done on the road itself, the paint is also coming off the new posts and when crossing from the Pedlars Green estate looking back towards the town the hedging needs cutting back to improve visibility.

1355.6. County Councillor report.

For the winter maintenance programme rock salt will not be used in future to grit our roads. Instead a 6mm rock salt coated by 3% of molasses will be used, the molasses adheres better to the road surface and it has been shown that the ice melts quicker using this product.

There has been an overhaul in the care of the elderly, over 1000 take the money and manage their own care which is what County want more people to do.

1356. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1356.1 Monday 16th June 2008 – Town Group – 7.00pm at the Town Hall.

1356.2 Tuesday 17th June 2008 – Council meeting with Brown & Co - 7.00pm at the Town Hall (not open to public).

1356.3 Monday 30th June 2008 – Annual Market Traders meeting – 7.00 p.m. at the Town Hall.

1356.4 Wednesday 16th July 2008 – Full Council – 6.45pm at the Town Hall.

1356.5 Wednesday 30th July 2008 – Finance & G.P. Committee – 7.00pm at the Town Hall.

1357. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1357.1. A confidential report was given from the Town Clerk regarding the proposed sale of allotment land. Councillors are to inform the Town Clerk of any issues to be discussed before the meeting with Brown & Co.

It was agreed that a working party consisting of the town group councillors is set up to deal with the meetings with Brown & Co.

1357.2. Personnel issues.

a) Cemetery Groundsman position. It was reported that Mr Simon Rix has been employed as cemetery groundsman and is subject to a review after 3 months.

b) Car parking

It was agreed that car parking monitoring would be carried out on a mixture of full days, morning and afternoon sessions to be agreed 1 month in advance.

TOPICS FROM THE PUBLIC SESSION

Flower Stall – Questions were asked about the flower stall outside the White Hart public house. The Council has met with Norfolk County Council regarding this issue and has had contact with Breckland. The Town Council is able to do something about it for a Saturday and this will be discussed at the next market committee meeting. County are looking at the options available to them.

Tony dickens – amendment to May minutes – 1328.2 appointment should be to the Icen Board of Directors.

Planning application 786/LB on Station Street – There were a number of members of the public who objections relating to this application due to safety problems. This is currently a busy thoroughfare with this application it will only make it worse. The shared access has limited visibility, difficult generally for traffic to pass. There is frequent parking on single yellow line and there is no access for delivery vehicles.

Member of the public in favour of the planning application – lots of possibilities were explored, restaurant is the only feasible possibility.