

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 14th May 2008 at 6.45p.m. in the Council Chamber, Town Hall, 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, Mr I. Sherwood, Mrs J. Skinner, Mrs P. Wade, Mr D. Wickerson.

Town Clerk: - Mr R. Bishop

Assistant Town Clerk: - Mrs R. Noble

Public: - 16

1322. APOLOGIES & REASONS FOR ABSENCE.

1322.1. There were no apologies for absence.

1323. DECLARATIONS OF INTEREST – for items included on the Agenda.

1323.1. Cllr. F Sharpe declared a personal and prejudicial interest on item 1334.2a as he is a neighbour.

1323.2. Cllr. T Jennison declared a personal interest on 1333.4. as she lives close by.

1323.3. Cllr. P Darby declared a personal interest on item 1333.4 as he is an allotment holder.

1323.4. Cllr. D Butters declared a personal interest on item 1331.2. as he is Chairman of the Museum.

1323.5. Cllr. D Wickerson declared a personal interest on item 1331.2. as he is Company Secretary of the Museum and item 1333.4. as he is an allotment holder.

1324. POLICE REPORT

1324.1. The Town Clerk reported this item has been brought forward to allow a Police presence to be here for the first part of the meeting to give a Police report.

1324.2. Sergeant Gareth Woodward from Watton gave a report on the crime figures, there were 69 reported crimes April – May, this figure was up on the same period of time last year, there were 61 reported crimes last April – May.

There are more crimes being reported through the meetings held by the Safer Neighbourhood Action Panel (SNAP), from these meetings the areas being targeted by police are Sporle Road, Sandringham Way and Chantry Court in Necton. There are changes being made at the White Hart public house with regards to drinking. Underage drinking is now a problem on the Recreation Ground alcohol is being confiscated, letters sent to parents, PCSO's will be taking the youths back to school or home if they catch them. 'Stop and Account Forms' are being issued to youngsters who the police speak to with details of the person, what they are doing and why the police stopped them. The Police then take action if their names keep coming up.

It was reported the Youth Club which has about 30 youths is applying for funding to enable it to be held once a week.

1324.3. A letter has been circulated to the Council introducing Inspector Ady Porter and Temporary Sergeant Tracey Fox. The Mayor and the Town Clerk met with the Inspector and the Sergeant prior to the Town Assembly and the Inspector attended the Town Assembly, also the Mayor's Reception. There was also a Community Action Group meeting last week on 6th May in the Assembly Rooms.

1324.4. A further letter from Inspector Porter has been circulated to the Council this evening informing of a 'Swaffham & District Pubwatch' scheme to be set up at a meeting next Wednesday 21st May at 2pm in the George Hotel. The letter suggests there will be information available at the meeting which will need to be signed and returned on the day.

THE MEETING WAS ADJOURNED AT 7.00p.m.

THE MEETING RECONVENED AT 7.04p.m.

1325. RETIRING MAYORS' REPORT

1325.1. The Mayor reported on Civic Events she had attended during the past month:

10th April – Interviewed on Radio Wayland as Mayor to speak on the impact of Market Shipborough on the town of Swaffham.

10th April – Hospital League of Friends Cheese and Wine evening.

16th April – Opened new wing of Holmwood House Residential.

25th April – Mayor's Reception at Watton.

2nd May – Opened the Art & Craft Exhibition of Age Concern.

7th May – RAF Marham's Open Evening.

9th May – Mayor Making ceremony at Wisbech.

1325.2. The Mayor gave her final address:

This last year has seen a few changes on the front of our business. Just as the year ends the Council have seen at last the final of our dealings with the land for SPA. After all this time, it was a wonder to behold. Also, after many years of constant complaints, the Council have now become proud owners of the town's loo's. This does not necessarily mean it is such a wonder but at least the Council are now in charge and that fact alone does lighten the load somewhat.

A much later decision of this council was to sell the spare allotment land and this decision was upheld by the Secretary of State so the Council look forward to the outcomes that this will provide for the town.

These are the culmination of the big decisions made by the Town Council but this last year has seen a different challenge in the bedding in of a new council by having 5 totally new members plus 2 who had sat on council for only 6 months before the last election. This made 7 members out of a total of 13. What a dramatic change. Local Government is such a totally different world from what everyone experience in normal everyday lives that it has been a mountain to climb to ensure everyone feels comfortable in their seat. The Council possibly still have a little way to go. The Mayor reported she has enjoyed the challenge with the expert help of the Town Clerk who is a man with much experience under his belt and has so much patience that he can be so easily under-estimated.

The other huge step forward is all the work going on under the guidance of our Project Officer, David Bek. This work will be extremely helpful in future years when the Council apply for match-funding from whoever is out there offering it in its various guises. This is the way the Government of the day is working and the Council must make the most of it. The Mayor reported the other achievement of which she is proud is the establishing of a Youth Town Council, it has taken a year or two to formulate, but now it is here, she stated she is looking forward to seeing its outcomes. Its first meeting certainly impressed the Mayor by the way they were looking at the town as a whole and not just at their own angle. All in all, the Mayor stated she felt the Council have progressed along the lines of their intentions of the last few years.

Last but not least, the Mayor expressed her sincere thanks to all the staff of the council who are an enormously dedicated group of individuals who work so hard and take such an enormous pride in their jobs, both those inside and outside the office.

1325.3. The Deputy Mayor, Cllr. David Butters reported he was elected to replace Cllr. Sharpe as Deputy last year when he left, so Cllr. Butters has not had a full year this time round, but he stated he has enjoyed it immensely, helping the Mayor out on Christmas morning, attending the opening of Lynn Mart and other civic duties.

He went on to say that is not the full story of course; the job of Deputy Mayor as well as that of Mayor carries with it certain responsibilities. Cllr. Butters felt he has discharged those duties as well as the Mayor has discharged her duties.

Cllr. Butters thanked the Mayor for her year as Mayor, and stated he has learnt a lot from it. Not least how much more difficult the job is now. So much so, Cllr Butters stated he cannot realistically be Chairman of the Museum and Town Mayor, so he stated he would do what he is good at – the Museum.

Cllr. Butters was sorry to all his friends who have encouraged him to be Mayor, but felt it is better that he do what he is good at than try to do both jobs and not do either as well as it should be done.

1326. ANNUAL APPOINTMENTS & POLICIES

1326.1. The Town Clerk stated that following Cllr. Butter's report we are already into the suspension of standing orders, and will revert to the LGA 1972. The Mayor stated she would now take nominations for Mayor. Cllr. Skinner proposed and Cllr. Wade seconded to nominate Cllr. D Wickerson received 5 votes for the Mayoral election. Cllr. Lister proposed and Cllr. Sharpe seconded to nominate Cllr. Matthews as Mayor. Voting then took place for the position of Mayor.

It was agreed with 5 votes for Cllr. Gunner and 7 votes for Cllr. Matthews for Cllr. Matthews to become Mayor for 2008/09

1326.2. The Mayor reported when she was 'plunged into being Mayor' at short notice two years ago it took several months for her to become comfortable in the role again as local government had changed since she was previously mayor. She explained that she had not had the benefit of being the deputy mayor the previous year to gain vital experience and hoped that the next deputy would have a full term so that he or she could take over "fairly effortlessly". The mayor went on to say she hoped that the deputy mayor would not fall at the last fence, as the last three have, and that normal service will be resumed.

STANDING ORDERS WERE RESUMED.

1326.3. The Mayor requested nominations for the position of Deputy Mayor. Cllr. Skinner proposed and Cllr. Wade seconded Cllr. Gunner to become Deputy Mayor. Cllr. Jennison proposed and Cllr. Darby seconded for Cllr. Harman to become Deputy Mayor. Voting then took place for the position of Deputy Mayor.

It was agreed with 5 votes for Cllr. Gunner and 7 votes for Cllr. Harman for Cllr. Harman to become Deputy Mayor for 2008/089.

1326.4. Cllr. Wade congratulated Cllr. Shirley Matthews and Cllr. David Harman on their appointments and stated she was sure they would both do an excellent job.

Cllr. Wade commented on the method by which the Mayor & Deputy have been appointed this year. She felt that due to various circumstances the Council have not followed the usual procedures as laid down in the Standing Orders and over the last few weeks Councillors & the Town Clerk have spent a considerable amount to time trying to resolve various issues in order to find the best way forward.

Cllr. Wade went on to say it seems it is often the case that these appointments do not happen quite as smoothly as councils would wish. However, she stated that all Councillors have had an opportunity to be involved in the discussions which have gone on prior to this meeting and the 2 Councillors who have now been appointed were chosen in a democratic way. Cllr. Wade felt she was sure all Councillors will now work together well over the next year.

Cllr. Wade also expressed a few words relating to the last Deputy Mayor, David Butters. When she heard that Cllr. Butters had definitely decided not to accept the position of Mayor she went to see him and told him she was pleased – not because she didn't think he should be Mayor, but because he had made the decision which he thought was right – for him and for Swaffham.

Given different circumstances Cllr. Butters should have been Mayor and would have made an excellent Mayor. However, despite much encouragement to accept the position Cllr. Butters has decided to concentrate his talents on his work at the museum and also his other duties as a Town Councillor, where his knowledge and experience will continue to be much appreciated.

1327. NOMINATIONS FOR COMMITTEES

1327.1. Finance & General Purposes – Cllr. S Matthews (Chair), Cllr. D Harman (Vice Chair), Cllr. D Butters, Cllr. P Darby, Cllr. C Gunner, Cllr. F Sharpe, Cllr. I Sherwood, Cllr. D Wickerson (ALL COUNCILLORS FOR DECEMBER BUDGET MEETING).

1327.2. Open Spaces & Amenities – Cllr. D Butters, Cllr. D Harman (Vice Chair), Cllr. T Jennison, Cllr. S Lister (LEAD), Cllr. S Matthews (Chair), Cllr. J Skinner, Cllr. F Sharpe.

Non Councillor – Mrs S Polaine-Leonard

1327.3. Recreation Ground (6 Councillors & 5 non Councillors) – Cllr. C Baker, Cllr. T Jennison, Cllr. S Lister (Vice Chair), Cllr. J Skinner, Cllr. D Wickerson.

Non Councillors – Mr J Stockdale (Chair), Mrs A Greaves, Mr D Tallon, Miss V Mason, Mrs S Palmer.

1327.4. Town Group – Cllr. P Darby, Cllr. C Gunner, Cllr. S Lister, Cllr. S Matthews (LEAD), Cllr. P Wade, Cllr. D Wickerson (Chair).

Non Councillors – Mrs S Palmer, Mrs K Gordon, Mr D Saunders, Mr D Bishop, Mr S Weaver.

1327.5. Market – Cllr. D Butters (Vice Chair), Cllr. D Harman, Cllr. S Lister, Cllr. S Matthews (Chair), Cllr. F Sharpe.

Non Councillors – Mr D Hackett, Mr C Smith, Mr M Whitehair.

1327.6. Planning - Cllr D. Butters (Chair), Cllr P. Darby, Cllr C. Gunner (Vice Chair), Cllr D. Harman, Cllr T. Jennison, Cllr S. Matthews, Cllr J. Skinner

1327.7. Personnel - (Mayor, Deputy Mayor, Past Mayor + one substitute)

Cllr S. Matthews, Cllr. D Harman, and Cllr D. Butters (with Cllr C. Gunner as substitute member)

1328. NOMINATIONS FOR REPRESENTATIVES ON OUTSIDE BODIES

1328.1. Twinning Liaison Group - four Councillors appointed to meet occasionally with Twinning Association.

Cllr Matthews.

1328.2. Icen Board of Directors - three councillors appointed to the buildings management group. Cllr. Matthews, Cllr Darby and Cllr Lister.

1328.3. Neighbourhood Policing Group – one member.

Town Clerk

1328.4. Breckland CCTV Group – one member.

Cllr Darby.

1329.5. Swaffham St. Raphael Club – one member.

No nominations put forward.

1329.6. Swaffham First School – one member.

Cllr Lister.

1329.7. Hamond's High School – one member

Cllr Skinner.

1329.8. Swaffham Town Estate – two members

Cllr Butters and Cllr Darby.

1329.9. Swaffham & District Tourism Association – two members.

No nominations put forward.

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1329.10. Crime Prevention Panel – one member.

Cllr Skinner.

1329.11. Olive Tree Project – one member.

No nominations put forward.

1329.12. Swaffham Transport Project – one member.

No nominations put forward.

1329.13. Learning Partnership – one member.

No nominations put forward.

1329.14. Hamond's Trust – one member.

Cllr Skinner

1329.15. Horticultural Society – one member

Cllr Lister

1329.16. Swimming Pool Association one member + one substitute

Cllr Wade, (Substitute – Cllr Gunner)

1329.17. Garden Science Trust – one member

Cllr Darby

1329.18. Health Forum – one member

Cllr Wade

1329.19. Cheque signatories

Cllr. Butters, Cllr. Gunner, Cllr. Matthews and Cllr. Harman.

There followed a short discussion on the representation of Councillors for some organisations, it was thought that in some cases representation may no longer be required and needs clarification.

The Clerk was instructed to write to the Learning Partnership, Swaffham Transport and St Raphael to find out if they still required Council representation

1330. REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND COUNCIL POLICIES

1330.1. The Clerk reported the Financial Regulations were amended and agreed at the March meeting on the Council. There have been some minor amendments to Standing Orders such as the addition of the terms of reference for the Town Group. It was suggested the Standing Orders and Financial Regulations are reviewed during this the second year of the current Council and programmed to be completed by the autumn later this year.

The Council have Policies for:-

Child Protection

Stress

Health & Safety

Training & Development

Procedures for visitors to Town Council owned premises

Emergency, Evacuation & Fire escape Procedure

Freedom of Information – publications scheme

Wind Turbines

It was suggested for the Policies to be put on future agenda's for discussion.

It was agreed for the Policies to be put on future agenda's for discussion

1331. MAYOR'S REPORT

1331.1. A request has been received from Icen Partnership to make a donation towards a beach party over the Sunday and Monday of this August Bank Holiday. The full cost of the event is estimated at £4,000. Sponsors' names will be displayed around the Market Place, promoted on the **Page 757**

Iceni website and in the beach party programme. Cllr. Gunner proposed and Cllr. Wade seconded for a grant of £500 and Cllr. Butters proposed and Cllr. Skinner seconded for a grant of £100

It was agreed with 2 votes for £500, this vote was lost. It was agreed by 7 votes for £100 to award a grant of £100 to the Icen Partnership towards a beach party.

1331.2. A request has been received from Swaffham Museum to use the Council Chamber free of charge on an on-going occasional basis for school parties to eat their packed lunches when visiting the Museum. The first date for this is Monday 19th May. Each booking would be for an hour and the Museum would clear up leaving the Chamber as they found it. Cllr. Wade proposed and Cllr. Baker seconded for the Museum free of charge.

It was agreed with 10 votes for 1 against and 1 abstention for Swaffham Museum to use the Council Chamber free of charge on an on-going occasional basis for school parties to eat their packed lunches when visiting the Museum.

1331.3. A request has been received from Icen Partnership by e-mail regarding an event to be organised by SIMPLE to run a gastronomic food festival. Permission is sought to use Campingland as the venue.

It was unanimously agreed for SIMPLE to use Campingland to run a gastronomic food festival, subject to Icen being responsible for the clearing up re-litter etc and ensuring that any damage to Campingland is rectified after the event.

1331.4. A request has been received from Charles Gunner on behalf of the Oakleigh Drive Residents Association who have set up a no cold calling zone. They ask that the Town Council support the establishment of a no cold calling zone for Oakleigh Drive.

The Council agreed to support the establishment of a no cold calling zone for Oakleigh Drive

1332. MINUTES

1332.1. The Minutes of Wednesday 9th April 2008 were agreed by the Council and signed as a true record by the Chairman.

1333. REPORT FROM THE TOWN HALL

1333.1. The Town Clerk stated he had attended the SPA AGM recently and reported that the Town Council were in possession of the Deed of Easement from their solicitors. This had been a major stumbling block for quite sometime. Subject to the satisfactory response to some minor questions there is nothing else to hold up the proposed purchase of land. It appears that the Council will be charged £1 for the right of way being granted on to the site. All other details are as expected. It is hoped that at some point in the very near future that the purchase will be completed.

1333.2. The Clerk reported work has now been completed on the Bowls Club changing rooms and everything is now in use for the new season. Ann Burrell, Secretary of Swaffham Bowls Club extends thanks to the Town Council for their financial assistance and to the Town Clerk/Deputy Town Clerk for the work completed on their behalf. The Town Clerk hopes to visit the site shortly to take photographs of the finished project for the archive.

1333.3. The Clerk reported Henry Woolley the Location Manager for the ITV series Kingdom has just made contact, informing the Council that filming will once more take place at the beginning of July in two six week periods. This will take us through into September. It is hoped to arrange a meeting shortly to discuss any forthcoming issues that might arise when they arrive in town. This is the third series featuring local actor Stephen Fry.

1333.4. The Clerk reported work has commenced on site at the Shoemakers Lane Allotments to start on the car park areas and access tracks. A work programme has been agreed with the contractor for both allotment sites and it is hoped that the work will prove to be a lasting

improvement. If there is damage to the Shoemakers Lane access or pot holes caused by the contractor then they have assured the Council that they will be repaired before leaving the site and as a goodwill gesture some additional material will be put in some of the old pot holes. There was

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a problem with storing materials at the water tower end, as a group of residents objected – this was quickly resolved by the contractor who obtained permission from the Football Club who promptly allowed permission to store materials in their car park.

The Clerk was instructed to write to the Football Club once the work has been completed to thank them for the use of their car park for the contractors materials.

1333.5. The Town Clerk is investigating reports of infestation of wire worm at the Tumbler Hill allotments. This will be discussed at a future open spaces committee meeting. There are other minor issues related to the allotments which are on-going. These concern fences, gates, manure, access, removal of rubbish, fly tipping, skips, bird nesting season and much more.

1334. PLANNING/DEVELOPMENT CONTROL:

1334.1. To receive notification of Decisions/Information from Breckland Council:-

<p>3PL/2008/0186/F Planning permission granted for change of approved houses on plots 2 and 4 to bungalows. Land South of Norwich Road. Walnut Farm Developments Ltd.</p>	<p>3PL/2008/0165/F Refusal of Planning Permission for change of use to A2 (eg professional, financial services, bookmaker). 44 Market Place. Zargon Ltd.</p>
<p>3PL/2008/0205/F Refusal of planning permission for small barn to house tractor & grass cutting equipment. Greenacres, Westacre Road. R.S. Vit.</p>	<p>3PL/2008/0239/A Consent to display advertisements granted for the erection of an externally illuminated shop sign. 25 Market Place. B4 Industrials.</p>
<p>3PL/2007/0240/LB Listed Building Consent granted for illuminated sign over existing shop front. 25 Market Place. B4 Industrials.</p>	<p>3PL/2007/1899/F Planning permission granted for permanent use of temporary building & access & associated alterations. Medeshamstede Education Trust.</p>
<p>Y/3/2007/3015 Planning permission granted for the extension to form Children’s Centre with formation of hard play area. Swaffham Infant School, White Cross Road. Norfolk County Council.</p>	<p>Y/3/2008/3003 Planning permission granted for replacement of external windows and doors. Westfield Home for the Elderly, Westfield Road. Norfolk County Council.</p>

1334.2. To receive and consider the following planning applications:-

<p>a) 3PL/2008/0185/F AMENDMENT Redevelopment to form 26 sheltered apartments, communal facilities, car parking & landscaping. 108 London St and 110 Brandon Road. McCarthy & Stone Developments Ltd. OBJECTION on access grounds, as before</p>	<p>b) 3PL/2008/0401/F Erection of terrace of 3 cottages and double garage for 19 Lynn Street. Mr. B. Ripper. OBJECTION – poor access</p>
<p>c) 3PL/2008/0534/F Single storey extension to dwelling. 64 Southlands. Mr.</p>	<p>d) 3PL/2008/0612/F Front/rear extensions & detached garage. Iona, Bears Lane. Mr.</p>

T. Bracken. NO OBJECTIONS	& Mrs. T. Rowe. NO OBJECTIONS
Page 759 e) 3PL/2008/0615/F Siting of mobile home (renewal). Beechcroft, Lynn Road. Mrs. Jean Poulter. NO OBJECTIONS	f) 3PL/2008/0621/F Erection of conservatory to rear of property. 18 Lee Warner Road. Mr. Yerrill. NO OBJECTIONS
g) 3PL/2008/630/F New gym & classroom wing & alterations to existing school block to create a permanent new building. Turbine Way Eco-tech Business & Innovation Park. The Medeshamstede Education Trust. NO OBJECTIONS	h) 3PL/2008/0731/F Extension to rear of house. 2 Rollesby Avenue. Mr. & Mrs. N. Bangay. NO OBJECTIONS

1334.3. To receive & comment on any late applications received at the Mayor's discretion.

a) 3PL/2008/0648/F Erection of new house. 61 London Street. M. Gathercole. OBJECTION - on grounds of inappropriate access	b) 3PL/2008/0727/F Proposed Conservatory. Plot 2, Meadow Way, Tumbler Hill. Mr. & Mrs. Ponsford. NO OBJECTIONS
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1334.4. The Clerk reported a further meeting has been arranged with the Planning Committee tomorrow evening to give Abel Homes the opportunity to explain further information relating to the Council's objections. A copy of Breckland Council's report written for the Development Control meeting on Monday in Dereham has been circulated to the Council at the meeting this evening.

1335. FINANCE:

1335.1. 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 June were unanimously agreed

1335.2. Details to consider representation at the Norfolk Planning Conference on Thursday 12th June 2008 10.00am – 3.30pm at the Assembly Rooms were circulated to all Councillors. The Clerk requested that any Councillor who wanted to attend to let him know. Cllr. Butters informed the Clerk he would like to attend.

The Clerk was instructed to book Cllr. Butters on the Planning Conference.

1335.3. An estimate for structural inspection of Northwell Pool Retaining Wall was circulated to all Councillors. The Town Clerk reported he had met with Structural Engineer Greg Scott from Clancy Consulting on site at Northwell Pool on 1st April and looked at the general condition of the retaining wall adjacent to the bank at Northwell Pool. A further inspection is required following the removal of vegetation and trees (this work has since been carried out). There is a need to prepare a report with recommendations for repair. To prepare repair schedules and specifications as necessary to obtain quotation for any remedial works required. It is recommended to accept the estimate of £1450.00 + VAT. This Structural Engineer has worked for the Council on much larger projects such as the Museum and the Town Clock, in this instance it is not deemed to be necessary to go out to tender on such a small project.

It was unanimously agreed to accept the estimate for structural inspection of Northwell Pool Retaining Wall.

1335.4. The Clerk reported estimates had been requested from seven companies for access related improvements or minor alterations to the Town Hall to improve the oppressive atmosphere in the main reception and smaller offices. Four companies have submitted estimates, two have declined and one has not responded:-

H. SMITH & SONS (HONNINGHAM) – did not respond.

MANSELL CONSTRUCTION SERVICES LTD – declined to tender on this occasion.
BLYTH & SONS LTD – declined to tender on this occasion.

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EVERGREEN BUILDING SERVICES	-	£16,187.90	+	Vat
FISHER & SONS (FAKENHAM) LTD	-	£14,384.21	+	Vat
VELTSHAW BUILDERS LTD	-	£9,639.65	+	Vat
R & I BUILDERS	-	£8,916.00	+	Vat

All four companies are competent of carrying out the necessary work. They have all been asked to meet a timeframe of mid to late June, for completion in the final week of June. The two most recent companies to carry out any work in the building are Evergreen for the Museum refurbishment and Veltshaw for the Town Hall extension. Fishers have indicated that they would need three to four weeks to complete the job. R & I Builders who are the lowest tender would need a three month lead in period as they would be unable to start until mid-August at the earliest. Veltshaw Builders Ltd have indicated that they can complete all works within a two week time frame in June by putting two gangs of men on the job. Evergreen would work in with our timeframe requirements over a two to three week period in June.

The offices would need to be vacated for a minimum of two weeks and this would mean closing access to the public from the Cley Road entrance. It may be possible to re-locate Breckland, Registrar and Age Concern in the Museum Education Room for the two weeks when the work is going on. This depends on whether School visits are booked in and when the dates for completing the work are finally confirmed. The Council have already given permission for the office to be closed for three days for training purposes; only one of those days has been taken. The other two could be arranged during the time that the office is closed to the public. It would be possible to maintain office contact by appointment as the office would be temporarily moved to the Council Chamber. The Clerk stated he would be looking for the work to be completed as soon as possible commencing on Monday 16th June.

Cllr. Gunner proposed and Cllr. Jennison seconded to accept the second lowest tender from Veltshaw Builders Ltd. at a cost of £9,639.65 + Vat.

It was unanimously agreed to accept the second lowest tender from Veltshaw Builders Ltd. at a cost of £9,639.65 + VAT and to close the Council Office for 2 weeks commencing 16th June.

1335.5. The Town Clerk reported he met recently with Louise Heinemann (end of April) she is a representative of KLARS who are currently based in Kings Lynn. This followed on from earlier discussion with our Project Officer David Bek. They propose to establish Migrant Worker Drop-in Sessions at Swaffham Town Hall. A report has been circulated to the Council prior to the meeting: KLARS is requesting Swaffham Town Council for match funding to support the application. This match funding would include: accommodation to the value of £900 and £1000 cash.

KLARS (King's Lynn Area Resettlement Support) is currently working on a funding proposal to be submitted to Norfolk Community Foundation, requesting financial support to run a Swaffham-based weekly drop-in service for migrant workers on a trial basis for 6 months. The drop-in would be staffed by two project workers, speaking English, Portuguese, Russian, and Polish or Lithuanian utilising one of the offices at the Town Hall on a late afternoon/early evening (probably a Tuesday).

This pilot scheme will enable data to be gathered which can be used to construct a grant application to secure funding in the long term. KLARS is a registered charity, set up 8 years ago, providing free advice and information for people in their own languages. Currently KLARS enables people to access services, but as a long term goal, people should develop the skills to do this independently. PC Pat Kavanagh (Norfolk Constabulary Minority Ethnic Liaison Officer) believes there is a clear need for this service in Swaffham and is highly supportive of KLARS' application.

The services KLARS provide:

- signposting – explaining where to go for more specialist help and advice

- local information (registering for school places, doctors)
- information about free or cheap ESOL classes
- help with forms (providing forms, guidance, filling in, checking)
- translating letters, explaining wage slips and bills, paying debts by installments

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- general information on applying for Worker Registration Scheme, National Insurance, residency
- information on benefits system, tax credits, maternity allowance, self employment
- referrals for workers' rights, employment issues
- post, registering valuable documents

Summary of benefits: 1) Assist migrants in accessing administrative, legal and social advice. 2) Ensure that migrant workers' contributions to the local economy are maximised and 3) Facilitate improved local integration and awareness of the UK's laws and customs.

Following a short discussion it was agreed for the Clerk to obtain more information relating to KLARS.

The Clerk was instructed to obtain more information relating to KLARS.

1335.6. The Town Clerk reported he has a meeting with Terry Beet tomorrow morning to start the process of insurance renewal due at the beginning of June. There are still issues to resolve with Ecclesiastical. It may be necessary to get quotes from both Zurich and Cornhill before committing to the existing insurance once more. There is a need to get a re-build valuation of the Toilets/TIC building.

1335.7. The Council have been circulated with an e-mail confirming a refund of £47.50 which would be returned to them from Icen Partnership. This related to the Council being charged for setting up and clearing away for the Mayor's Reception. Town Council staff assisted in the setting up and setting out of the Assembly Rooms and were left to clear up after the event being informed by the cleaner that the room was required for a function early the next morning. This was not very satisfactory and took the shine off what was a very pleasant event for the Town.

1335.8. The Clerk reported the contractor Evergreen Builders has fulfilled their obligations in respect of the Museum. All snagging work has been completed as requested, therefore the final retention monies have been released and the sum of £2,735.34 including Vat has featured on the payment list this evening.

1335.9. The Clerk reported the contractor Veltshaws via the architect Burns & Co has been paid the agreed retention held on Certificate 9 of £8,375.00 + £1,465.63 = £9,840.63 on completion of the snagging work. There remains two issues to resolve relating to additional work carried out in the Sampson Room and a bill relating to the replacement automatic door mechanism. It is envisaged that these two issues will be resolved shortly. They amount to a total of £7,420.75 + Vat £1,298.63 = £8,719.38

1335.10. The Town Clerk met recently with Robert Dale from the Daniel Connal Partnership based in Norwich. Robert was the Quantity Surveyor working for Breckland Council on the 02 project which involved the Assembly Rooms and the Community Centre, he has also done work on other building here in Swaffham. The appointment of a Quantity Surveyor relates to the need to assess more accurately the level of maintenance costs on our public buildings and working up a specification for renovation of the Cemetery Chapel. Robert is currently working on a fee proposal which will relate to the majority of the work required.

It was unanimously agreed to appoint Robert Dale as Quantity Surveyor working within the agreed budget set aside by the Council.

1335.11. The Clerk reported a meeting with the Twinning Association took place on Monday of this week attended by the Mayor and Town Clerk, plus four members of the Twinning Association. There is interest from some community groups in the town. The Town Clerk and Mayor represent the Council on the Civic twinning visit to Hemmoor later this year. On the last occasion two years ago at Couhe in addition to paying for the Clerk and the Mayor it was decided to also pay for

Honorary Citizen Toni Groom. The other expense would be a certificate to mark the 40th anniversary of twinning with Hemmoor. This would be the responsibility of the Town Council to organise and fund. The trip will be from early in morning of Friday 12th September from Stansted to **Page 762**

Bremen and the return journey in the early evening of Monday 15th September Bremen to Stansted. Travelling by car from Swaffham to Stansted, and the return journey.

It was unanimously agreed to pay for the Mayor, Town Clerk and Honorary Citizen.

Cllr. P Darby, Cllr C Gunner and his wife confirmed they would like to go to Hemmoor at their own expense approx. £100

1335.12. Correspondence and an estimate were circulated to all Councillors on the combined alarm system for the Town Hall and Museum; for consideration to separating the system into two which would allow separate call outs..

There have been a total of 16 occasions in the first six weeks when the alarm has been set off either inadvertently or for whatever reason. None of the reasons have been for what the alarm was originally intended. The police response has been withdrawn for a period of 90 days due to false panic alarms being set off. 14 of the occasions have been down to the Museum and twice down to the Town Council. Most occasions have been when everyone was at work or on site at the Museum, but 5 occasions have resulted in members of staff being called out from home out of hours either in the evening or twice over a weekend. For legitimate call outs this is regarded as part of the job, although call out fees and time on site are paid to staff. In the event of false alarms this is regarded as a waste of resources.

The system is currently linked as part of the overall management security of the building. There are various zones attributed to the Museum and Town Council, but some shared space such as corridors. An enquiry has been made to separate the system into two at a cost of £602.61 + Vat using the same company CS Solutions. This would enable separate call outs to both sides of the building. Alternatively the Council can consider a new system from other companies; this could prove to be more expensive option in terms of capital outlay.

It was unanimously agreed to defer the decision for 1 month.

1335.13. Information relating to NCAPTC Initial Training for Clerks and Councillors May/June 2008. These training courses are aimed specifically at new Councillors, lasting about two hours it is a whistle stop tour through the world of local government. Any Councillors interested should let the Town Hall know as soon as possible so that places can be booked.

1335.14. Details of an event following the appointment of Mazars as auditors were circulated to all Councillors for all Norfolk Parish & Town Councils – ‘Ask the Auditor’ 10am – 12.30pm East Tuddenham Village Hall Wednesday June 4th 2008.

The Clerk reported both himself and the Deputy Town Clerk are unable to attend this event. However, the internal auditor Brian Clements is prepared to and will attend on behalf of the Council.

It was unanimously agreed for the internal auditor Brian Clements to attend ‘Ask the Auditor’

1336. GENERAL CORRESPONDENCE:

1336.1. A letter of thanks was circulated to all Councillors for information only from the Royal Naval Association regarding the Town Council’s contribution towards the plaque on the War Memorial & preparation for the Veterans Day unveiling on 29th June, it also included an open invitation to the Mayor, Councillors, Town Clerk and other members of staff to the Veterans Day event on the 29th June. Individual invitations have since been sent out to establish the final numbers.

1336.2. A circular letter was circulated to all Councillors for information only from Voluntary Norfolk (previously known as Norwich & Norfolk Voluntary Services) and West Norfolk Voluntary and Community Action. The letter informs of the recent merger and states further information can be

obtained from Brian Horner Chief Executive of Voluntary Norfolk or Heather Farley Chief Executive of West Norfolk VCA.

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1336.3. Correspondence from Mrs. E. Thomas related to the Cemetery Groundsman was circulated to all Councillors. The Town Clerk has responded to questions asked related to the Cemetery, work currently being carried out by contractors and a current staff vacancy. Part of this request is restricted due to the Data Protection Act. This issue will be discussed by the Council at 17.2 as it relates to staff.

1336.4. A copy of a newsletter produced by the local MP Christopher Fraser has been circulated to the Council for information only.

1336.5. Norfolk Link is a by-monthly journal distributed to Councillors for information only.

1336.6. A circular letter and information was circulated to all Councillors for information relating to the Local Government Review from the Borough Council of King's Lynn & West Norfolk. This circular letter states that the Borough Council of King's Lynn & West Norfolk submitted a concept to the Boundary Committee on 11th April. They are interested in hearing the views of Town & Parish Council on the proposals put forward, particularly regarding Local Service Forums. They are presenting their case at the forthcoming event at Eco-Tech on 19th May.

1336.7. A letter has been received from Mrs. Stone, she is generally complimentary regarding the seat recently erected at the top of Northwell Pool Road. The residents in that area would like to erect a plaque in memory of Mr. Dennis Coleman who originally suggested the position for the seat some two and a half years ago.

It was unanimously agreed to allow a plaque to be erected in memory of Dennis Coleman on the seat at the top of Northwell Pool Road.

1336.8. A request has been received from Mr. Barrie Palmer for a meeting to take place with the Town Council and the Practice Manager to discuss the lack of car parking facilities at Campingland Surgery. Mr. Palmer's original letter was passed on to the Police for comment.

The Town Clerk was instructed to set up a meeting with the Practice Manager to discuss the lack of parking spaces and the next step.

1336.9. A request has been received for permission to erect an 8' x 8' Greenhouse at Plot 21 Four Acres Field Allotment for Mr. D.L. Fountain. Mr. Fountain has requested permission to erect an 8' x 6' shed and an 8' x 8' greenhouse on plot 21 Four Acres Field. The shed is covered by the allotment rules and regulations and permission has already been granted.

It was unanimously agreed to allow Mr Fountain to erect an 8' x 8' greenhouse on his allotment.

1336.10. A request has been received from Mr Claxton to place an 8' x 6' caravan on Plot 45 Tumbler Hill allotments.

It was unanimously agreed not to allow the caravan on Plot 45 Tumbler Hill allotments but to suggest a shed of a similar size would be more appropriate.

1336.11. Details have been received of consultation for improving access to Primary Care in Norwich to response during the period 14th April – 4th July 2008.

It was agreed that Councillors respond individually to the consultation for improving access to Primary Care in Norwich.

1336.12. A request and information from Animal Aid to adopt Animal Aid's Compassionate Charter has been received. The Compassionate Charter asks the Council to have an overarching policy to:-

- Purchase only cruelty free toiletries and cleaning products

- Ban circuses with animals from council land
- Ban pets as prizes
- Promote and subsidize spraying and neutering programmes

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- Stop the sale of foie gras and veal
- Go fur free
- Adopt only humane, non-lethal management of pigeons and other animals and birds
- Make your town a plastic bag free zone

It was unanimously agreed not to adopt the Animal Aid's Compassionate Charter

1336.13. Correspondence has been received for nominations for officers and resolutions (by 25th July) for the AGM of NCAPTC to be held on Saturday 20th September 2008.

It was agreed not to put forward a resolution for the AGM to debate.

1336.14. A letter has been received to consider representation (two per Council) of Boundary Committee Review Presentation of Concepts at the Eco-Tech Centre on Monday 19th May (notification by 15th May).

It was agreed for Cllr. S Matthews and Cllr. I Sherwood to represent the Council at the Boundary Committee review presentation of concepts at Eco-tech on Monday 19th May.

1336.15. An invitation to a Larger Councils meeting at Thorpe St. Andrew Town Council on Wednesday 28th May 2008 (attended by the Town Clerk and the Mayor). This event has speakers on Media and Marketing with a representative from the EDP and Pensions with a representative from the Norfolk Pension Fund. It is a morning session from 10am – 1pm. If any Councillors are interested please inform the Town Clerk as we have respond this week by Friday 16th May.

It was agreed only the Mayor and Town Clerk would attend.

1337. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS:

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1337.1 Finance & General Purposes Committee	31 st Mar 08	30 th July 08	
1337.2 Open Spaces & Amenities Committee	5 th Mar 08	28 th May 08	N.B. NEW DATE for the next meeting.
1337.3 Planning	5 th Mar 08	15 th May 08	As stated at on the agenda a further meeting has been arranged with Abel Homes tomorrow evening here at the Town Hall.
1337.4 Recreation Committee Ground	16 th Apr 08		1) The Clerk reported that the Deputy Town Clerk and the Recreation Ground Committee have gone through the tendering process for the Toddler Play Area Project which has a total value of £50,000. There were over 20 companies who expressed an interest in tendering for this work and 12 who finally submitted within the time frame. The successful company is Proludic a Nottingham based company. Their proposal is displayed below the gallery of Mayor's in the Council Chamber. This project is part of

the Big Lottery bid made by Breckland Council. A contract is in the process of being issued, under the guidance of our retired QS Jim Mullenger and Laura Apps-Green at Breckland Council. The Council can look forward to implementation of the new Toddler area later this summer. It is intended to give a press release with specific dates as soon as the contract is signed.

2) It was reported the Committee have been consulting on the possible need for a Community Building on the Haspall's Road Recreation Ground. WREN 'Community Challenge' is a time related with a bid to be submitted by the 30th May 2008.

A consultation day was held on 12th April as part of the Community Building Survey also conducted on-line. The building itself would be ancillary to the Recreation Ground and in line with the original aims and objectives as set out by the Recreation Ground Committee at its inception. It is looking to provide as a minimum:-

- Toilets
- Kitchen
- Community Room
- Youth Room
- Multi storage areas

The project is under development and the Deputy Town Clerk is writing a Business Plan as part of the grant application to WREN. 100% funding is available to a maximum of £250,000.

The Clerk reported the grant application is required by 30th May 2008 to WREN. There followed a brief discussion where the Town Clerk and member of the Recreation Ground Committee clarified matters for members of the Council.

It was agreed to send the grant application to WREN by 30th May 2008 To write a supporting letter underwriting future maintenance costs but the aim is to make the building self supporting. To fully endorse the efforts of both the Recreation Ground Committee and the Deputy Town Clerk through to a successful conclusion of this project and to seek 3rd party funding of 11% from Breckland Council..

Town Group			
1337.6 Personnel Committee Page 766	18 th Mar 08		The Clerk reported there are personnel issues to discuss at item following the exclusion of the public and press
1337.7 Market Committee	28 th Apr 08	30 th June 08	Next meeting is the annual traders meeting.
1337.8 Youth Council	21 st Apr 08		

1338. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1338.1. It was reported the Best Kept Garden Competition is coming up soon, a request was made to Councillors to hand forms out. The competition is being supported by the Town Council, Horticultural Society and SCALGA. The competition is being judged professionally this year.

1338.2. It was reported the Friends of the Rec. have a Craft Fair and Car Boot sale coming up.

1338.3. It was reported the Museum have been successful with a grant application for the Education Officer. The Museum is still trying to secure funding for the Curator.

1339. BRECKLAND COUNCIL.

1339.1. A letter was circulated to all Councillors for information only from Breckland Council to Mrs. Johnstone regarding public toilets. This refers to a complimentary letter regarding the public toilet refurbishment received by Breckland Council but has no copy of the original letter attached.

1339.2. It was reported that the Post Office closures are still an issue.

1340. NORFOLK COUNTY COUNCIL.

1340.1. A copy of the County Council newsletter 'Norfolk Matters' Spring edition 08 was circulated to all Councillors for information only.

1340.2. A copy of the County Council newsletter 'Norfolk Matters' May 08 Executive Summary was circulated to all Councillors for information only. The Clerk reported this copy of 'Norfolk Matters' goes into greater detail on the Local Government Review and in particular the County Council option of one unitary for the County.

1340.3. Details on 'More choices, Better choices' a consultation document relating to Older people and carers. Deadline for response is 31st May 2008. It was agreed that Councillors should all comment individually.

It was agreed that Councillors should all comment individually.

1340.4. A request has been received for improved street lighting related to the Watton Road crossing on the path running between Watton Road and Partridge Grove. Following a short discussion Cllr. Harman stated he would visit the site with the Town Clerk and make a recommendation based on their findings to the June Town Council meeting.

Cllr. Harman stated he would visit the site with the Town Clerk and make a recommendation based on their findings to the June Town Council meeting.

1341. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1341.1 Thursday 15th May 2008 – **Planning Committee (Abel Homes)** – 7.00pm at the Town Hall.

1341.2 Wednesday 28th May 2008 – **Open Spaces Committee** 7.00pm at the Town Hall.

1341.3 Wednesday 11th June 2008 – **Full Council** – 6.45pm at the Town Hall.

1342. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1342.1. The Town Clerk reported on the proposed sale of allotment land and informed the Council a meeting has been arranged with Brown & Co for the 4th June. The Clerk stated he would forward any information the Council needed to them before the meeting.

1342.2. The Clerk informed the Council that a member of the outside staff Mr. S. Haynes had to be given notice recently. Councillors should be assured that the Personnel Committee were aware of the procedures regarding warnings and improvement notes that had been issued. This was a situation that had been on going for quite sometime. It has now been brought to a conclusion. The vacancy had been advertised and interviews arranged for 20th May. In the meantime contractors were carrying out the work necessary at the Cemetery and other members of staff are covering work at the Recreation Ground and elsewhere.

1342.3. A discussion took place relating to the Mayor making nominations and general behaviour of Councillors earlier in the meeting. This related to two previous informal discussions where general agreement had been reached by Councillors. There was an exchange of views where no decisions were made and no agreement reached.

Meeting Closed at 9.30p.m.

Chairman

Appendix 1

TOPICS FROM THE PUBLIC SESSION

Tumbler Hill Allotments – It was mentioned by a member of the public that an allotment holder is having bonfires on the allotment and that this is becoming a nuisance. The Town Clerk stated he would have a word.

Tumbler Hill Allotments – A member of the public mentioned he is pleased the tracks are now being done. The Town Clerk stated there would also be gates fitted for extra security.

Northwell Pool – A member of the public commented how nice it was to see Northwell Pool looking good.