

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 10<sup>th</sup> September 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. S. Lister, Mrs J. Skinner, Mrs P. Wade, and Mr D. Wickerson.

Town Clerk: - Mr R. Bishop

Deputy Town Clerk: - Mrs M. Meyrick

Police: - Inspector A. Porter

Public: - 18

**1372. APOLOGIES & REASONS FOR ABSENCE.**

1372.1. Cllr Ian Sherwood – work commitments to catch up after his recent operation.

1372.2. Cllr Frank Sharpe – work commitments.

1372.3. Cllr Terry Jennison – family commitments.

**1373. DECLARATIONS OF INTEREST** – for items included on the Agenda.

1373.1. Cllr Darby declared a personal interest on item 1379.6 as he is an allotment holder and on item 1379.7 as he is a member of the Twinning Association.

1373.2. Cllr Butters declared a personal interest on item 1390.13 as he is a Museum Trustee.

1373.3. Cllr Wickerson declared a personal interest on item 1390.13 as he is the museum Company Secretary.

1373.4. Cllr Gunner declared a personal interest on item 1379.7 as he is a member of the Twinning Association.

**1374. POLICE REPORT**

1374.1 E-mailed correspondence confirms that permission was granted to the BBC to film at Swaffham Cemetery on 13<sup>th</sup> and 14<sup>th</sup> August for a Crimewatch appeal.

1374.2 A circular letter asked for volunteers to join an independent Advisory Group or Disability Forum or become an Independent Custody Advisor.

1374.3 E-mailed correspondence with the Safer Neighbourhood team confirmed that recent damage caused to the new installation of play equipment around the tunnel area and perimeter fencing with fires etc had been resolved. Additional patrols were put in place, photograph and statements were taken. A 14 year old boy was arrested and entered into the Youth Offending Programme.

1374.4 Inspector Porter reported on the crime figures since last meeting – these are also available on the Norfolk Constabulary website – There have been 145 recorded crimes since 9<sup>th</sup> July up to today. 8 burglaries dwelling, copper being taken is a particular problem there is a gentleman locked up for this. Burglary non dwellings 12, criminal damage, operation watershed visit offenders that police don't have enough evidence to arrest but police need more information to come forward to attend the SNAP meetings 16<sup>th</sup> September next one.

1374.5 Cllr Wickerson - if there was any relationship with damage and out of pub licencing hours – Inspector Porter stated that there was no plant thefts from gardens when people going home. Noise complaints are resolved by working in partnership not a quick thing.

**Page 789**

1374.6 Cllr Darby – raised the issue of parking in Station Street Saturday there was two cars parked right across pavement and single yellow lines by Spinners Lane. This needs monitoring, this is a busy area with people having to go into the road. Inspector Porter stated he will take this information back to the traffic wardens and road policing.

1374.7 Cllr Lister – enquired if the Police are still keeping an eye on the Recreation Ground – Inspector Porter stated that the Police were still monitoring the Recreation Ground. But a young man had been arrested, he had been forced to come face to face with his victim under the 'restorative justice' programme.

1374.8 Designated Public Place (DPP) – inspector Porter clarified that this just gives the Police an additional layer of legislation to charge someone if it is required. The process is ongoing and takes about three months – consulting with Breckland at the moment – have also consulted with Swaffham town council.

1374.9 The "Policing Green Paper from the Neighbourhood to the National: Policing our Communities Together" was considered. The deadline for responses is 10<sup>th</sup> October 2008. An executive summary of a Policing Green Paper had been circulated to Councillors entitled 'From the Neighbourhood to the National: Policing our Communities Together.' There are four consultation questions where the Police Authority would like the Town Council to comment:

- 1) What do you think is the right balance between local council representation (currently nine) and independent members (currently eight) in order to promote public confidence in a police authority?
- 2) In order to improve the connection between the public and the police, how do you think we can best ensure that neighbourhood policing teams hear from as many local people as possible in order to shape their plans to reflect the needs of the community?
- 3) Given the core role of Police Community Support Officers (PCSOs) – one of high visibility patrol community engagement and problem solving – do you feel PCSOs have the right powers to enable them to do their job? Would you suggest any changes?
- 4) Do you have any other comments to any of the Green Paper proposals?

**It was agreed that Councillors should respond directly to the Town Clerk by the end of the month. This would allow the Clerk to comment within the consultation period.**

1374.10 Correspondence and maps showing proposed Designated Public Places were circulated to Councillors. The Town Clerk has met with Inspector Ady Porter and put the Council's wishes forward regarding the Recreation Ground and Campingland to be included in the DPP. In further telephone conversations these areas have been confirmed as added to the DPP areas, and maps will be sent out shortly.

**1375. MAYORS' REPORT**

**1375.1. The Mayor Cllr Matthews attended the following civic events: -**

July 19 <sup>th</sup>	BBQ at RAF Mildenhall at home of Commander Eden Murrie
July 20 <sup>th</sup>	Civic Service of Fakenham Town Mayor
July 22 <sup>nd</sup>	Presentation of Prizes to Yr 9 pupils at Hamonds
July 26 <sup>th</sup>	Presentation of Prizes at Horticultural show
July 27 <sup>th</sup>	Civic Service of Watton Town Mayor
Aug.30 <sup>th</sup>	BBQ at home of Commander of American 3rd Air Force at Mildenhall
Sept 7 <sup>th</sup>	Official Opening of Beachamwell Play Area at their Fun Day

**1375.2. The Deputy Mayor Cllr Harman attended the following civic events: -**

24 <sup>th</sup> July	Attended RAF Marham's 'Friends & Families Day'
29 <sup>th</sup> August	Attended the 'Assumption of Command' ceremony for the new commanding officer of the 48 <sup>th</sup> Fighter Wing, USAF – Colonel Jay B. Silveria at RAF Lakenheath.

**1375.3 The Mayor welcomed David Spencer from Breckland Council** - to speak briefly regarding the Local Development Framework. Mr. Spencer attended a meeting on 21<sup>st</sup> July with the Town Council to discuss the various Site Specific proposals. The Planning Committee met on 13<sup>th</sup> August to go through the sites that have been put forward by land owners for consideration/inclusion in the Local Development Framework (LDF). The Town Council have had the Site Specific Plans and the Planning Committee's recommendations on display in the foyer of the Town Hall over the past four weeks. Yesterday Town Councillors made themselves available to answer any questions from the general public from a Town Council point of view. David Spencer was on hand from 5.30pm today prior to this meeting to allow one to one discussion. The next stage of the process will be for Breckland to determine which of the site specific proposals are appropriate for Swaffham and will form part of the LDF in the future.

1375.4 Mr. Spencer stated that there were 650 areas of land that has been presented to Breckland for development over the next 15 to 18 years. 25 of sites are in Swaffham. Breckland are developing a planning strategy for the area over the next 15 to 18 years. 750 homes were originally allocated to Swaffham but out of that will come Redland site about 400 leaving 300-350 of new sites but that number is to be finalised. Breckland are looking for about 25-27 acres of development land and for 12 acres of employment land. The A47 will be the main access into the town and town centre. We are encouraging public comments about the sites that are being put forward as there are issues that we need to take into account and there will also be further sites that we need to be considering, this is all part of the consultation. The consultation finishes on 26<sup>th</sup> September. We will consult on any further sites put forward and that will feed into the pot that Breckland council as the planning authority will consider. Breckland will consult the public around April/May next year on the chosen sites.

1375.5 Cllr Darby – retail space is very small – most of that is being taken up with the development on Castle Acre road – could this mean we could be allocated more houses as our allocation is a very small amount.

Mr. Spencer replied – retail – we think there are a few limited areas within the town centre one area that has been looked at is the post office sorting office and the land behind that. There are increasing numbers of vacancies around he town. Our strategy would be to look at those first. Housing – Swaffham has got one of the lower housing numbers because the evidence is that there is a significant imbalance of homes and shops, so most people go out of town. Those job numbers increase and we release land and there will be a review with the local development framework – the housing forecast is in an upward spiral.

## Page 791

1375.6 Cllr Lister – supermarkets – there is not a lot of choice in Swaffham is there plans for another one. Most people from Swaffham go to Dereham to shop.

Mr. Spencer replied – there is no plans for a major supermarket in Swaffham. On paper Swaffham has got the food floor space for a town of its size.

1375.7 Cllr Gunner – residential areas are on the list – but there is a shortage of retail and light industry – we can't buy clothes in the town, this is sadly lacking in imagination on the part of the district council.

Mr. Spencer replied – what is being put before you is what land owners have put forward and the uses. This is the first round of consultation.

1375.8 David Wickerson – it appears that Breckland are not wishing to get more retail until the town centre is full. Breckland has no form of assistance to help in filling of those shops.

David – through planning there is an element of control – at best we can encourage and define the market place as the core area for retail – that is something we can look at.

1375.9 David Butters – the most southerly site is a very large one how does Breckland square that with being right next to a SSSI Site of Special Scientific Interest.

Mr. Spencer replied – there is an issue that it borders a SSSI – it is very constrained to release land to this very highly protected area – this is for something for the public to see.

THE MEETING WAS ADJOURNED AT 7.10P.M.

THE MEETING RECONVENED AT 7.30P.M.

1375.10 The recommendations from Planning Committee 001 to 033 were put forward to finalise comments regarding each specific site as part of the consultation process.

**It was unanimously agreed that the Planning Committee recommendations 001 to 033 would be the comments made by the Town Council under the consultation process. These comments would be publicly accessible via the Breckland website.**

## 1376. MINUTES

1376.1. The Minutes of Wednesday 16<sup>th</sup> July 2008 the minutes were agreed and signed as a true record by the Chairman.

## 1377. REPORT FROM THE TOWN HALL

1377.1. Progress of Swimming Pool Land Purchase.

The Town Clerk reported that the latest correspondence with the Town Council solicitor W.F. Smith & Co has been circulated to the Council. This is in regard to clarifying and confirming the Deed of Grant ensuring right of way for the Council over that part of the land Breckland Council currently own and that which will remain in their ownership. In speaking with the solicitor last week they are awaiting for the answer to one question before completing the transaction, it is envisaged that this could be as simple as someone being on holiday being the only possible hold up. The cost of the land is £70,000 which has been transferred to W.F. Smith to allow the land purchase to proceed at the earliest opportunity. The Town Clerk confirmed he has signed all the relevant documentation.

1377.2. Report of damage to War Memorial - rectified by 'Kingdom' following the filming.

The face of the War Memorial has recently been damaged on the side where the new plaque has been erected. The production company of Kingdom are responsible, as they requested to do some filming at the memorial. In covering up one section they have taken some of the enamel paint off the lettering. They are paying for the damage which Brett's of

Watton will carry out. They are also paying for the seat to be placed back in position on that side of the memorial too!

1377.3. Civic Visit to Hemmoor later this week 12<sup>th</sup> – 15<sup>th</sup> September 2008.

The Mayor, Town Clerk and Councillors Paul Darby and Charles Gunner are on the Twinning trip to Hemmoor this coming weekend. The Swaffham party totals 24 and this is the 40<sup>th</sup> anniversary of the triangular twinning association between Swaffham, Hemmoor and Couhe. The trip begins in the early hours of Friday morning and the return visit is on Monday evening.

1377.4. Progress of updating the website.

The research necessary to revamp the website has begun; a specialist company have given us a specification with costs. In the coming weeks the Town Clerk will compare these costs with other companies. The idea is for the office to have control of the website so that any new information can be publicly available. It is hoped that there will be a private area for councillors where a password would allow access to some work in progress documents, draft agendas, draft minutes and confidential information. Most important of all we want to ensure that the site is not only kept up to date but is easily accessible within three clicks anywhere on the site. The full report and comparative costs will come to either the October or November meeting depending on workload demands.

1377.5. Report on other on-going business.

There is obviously a lot going on behind the scenes at the present time. But due to the length of this agenda the Town Clerk decided that now not the time to give a comprehensive report.

**1378. PLANNING/DEVELOPMENT CONTROL:**

1378.1. Notification of Decisions/Information from Breckland Council:-

<b>3PL/2008/0873/A</b> Refusal of Consent to Display Advertisements. Erection of illuminated shop sign (retrospective) 91 Market Place. Mr. A. Martin.	<b>3PL/2007/1341/F</b> Planning permission granted for 22 dwellings for retirement occupancy. Land to the rear of the Conservative Club, London Road. Equity Holding & Investments.
<b>3PL/2008/0998/F</b> Planning permission granted for an erection of a conservatory. 18 The Paddocks. Mr. Garrod.	<b>3PL/2008/1146/F</b> Planning permission granted for a single storey extension at the front of a bungalow. 25 Whitsands Road. Mr. N.J. Solomon.
<b>3PL/2008/1043/F</b> Planning permission granted for a conservatory to the rear of the property. 1 Church Spinney. Mr. Michael Smith.	<b>3PL/2008/1002/F</b> Planning permission granted for the conversion of existing garage into living accommodation & extension to dwelling for garage. 4 Low Road. Mr. R. Farmer.
<b>3PL/2008/0964/F</b> Planning permission granted for the installation of new mechanical plant to existing hard surface area at rear of store. Waitrose Swaffham, Castle Acre Road. Waitrose Ltd.	<b>3PL/2008/0785/F</b> 17 – 19 Station Street. Change of use A1 (shop) (restaurant) and A5 (hot food) takeaway) – Mr. Irfan Kucuk/ Notification that the application has been withdrawn

1378.2. Planning applications:-

<p>a) <b>3PL/2008/0954/F</b> Demolish old boundary wall and rebuild. Sunset, Princes Street. Mr. J. Marengi.</p> <p><b>NO OBJECTION</b></p>	<p>b) <b>3PL/2008/1250/F</b> Subdivision of existing site &amp; construction of new chalet style dwelling, complete with new access off White Cross Road. 9 Beech Close. Mrs. Judy Anscombe.</p> <p><b>OBJECTION on the grounds of access onto White Cross Road.</b></p>
---	--

1378.3. Late applications received at the Mayor's discretion.

<p><b>3PL/2008/1279/F</b> Change of use of ground floor from Class A1 to either Class A2 or A3 &amp; conversion of upper floors to 3 no. flats. 75 Market Place. Dam Estates Ltd.</p> <p><b>OBJECTION</b> – There is a significant difference between the uses of A2 &amp; A3, Swaffham Town Council would like to comment further when it is know which use it will be. The proposed balcony at the rear overhangs into neighbouring land which is owned by Impson Butchers. The certificate of ownership does not relay this. The proposed 2<sup>nd</sup> door would open up onto neighbouring land. In summary S.T.C. object as they don't want to lose any retail space in the town centre.</p>	<p><b>3PL/2008/1285/F</b> Erection of rear porch. Marlow, Campingland. Mr. &amp; Mrs. Edwards.</p> <p><b>NO OBJECTION</b></p>
<p><b>3PL/2008/1284/F</b> – Front, first floor extension – 2 The Oaklands – Mr D. Wright.</p> <p><b>NO OBJECTION</b></p>	

1378.4. Notifications of planning enforcement & TPO's.

<p>(a) Ref: Application 3PL/2008/0165/CU 44 Market Place. The Town Council's letter of objection and the Planning Inspectorate's letter stating that the appeal has been withdrawn.</p>	<p>(b) A letter received from Development Services Manager Phil Daines, regarding new procedure regarding the determination of planning applications.</p>
---	---

1378.5. A circular letter from East of England Regional Assembly regarding the Review of the East of England Plan – consultation on draft project plan and statement of public participation was considered. The deadline for a response is Monday 15<sup>th</sup> September 2008. This plan is rolled forward to 2031 to be completed by 2011.

**The Council made no comments in respect of the consultation.**

**1379.FINANCE:**

1379.1. Accounts for Payments for August and September 2008.

An interim list of payments was circulated to the Council prior to the meeting; further updated list of payments was been circulated to the meeting.

**The accounts for Payment for August and Sept 08 were unanimously agreed**

1379.2 The actions to take from ROSPA play area safety inspection report on 29<sup>th</sup> June 2008 received on 30<sup>th</sup> July 2008. It was reported that a great deal of the ROSPA report is obsolete as the new early years Play Area has superseded the need to take action on any of the older play equipment. There is action to take on some of the Skatepark with repairs

required for the quarter pipes. This work is in hand, in fact may have been done; we need to carry out an inspection later this week.

**The Council agreed with the action already taken by the Town Clerk.**

1379.3 The details of the Action for Market Towns Convention 2008 were circulated – at Skipton on 1<sup>st</sup> and 2<sup>nd</sup> October 2008. It was reported that the Project Officer Dave Bek attended last year's event which was at Newmarket. He has the option of attending this year, but this has to be balanced up against his other priorities.

**It was agreed that if the Project Officer attends he should make a report for the Council to consider.**

1379.4 P & H Plants are claiming compensation of 9 weeks rent for loss of earning following the sale of plants and flowers outside the White Hart recently. The Town Clerk recommended that no payment is made for compensation. There is no evidence at all to support the claim and the action taken in association with our principal partners at County Council has resolved the matter in a reasonable time frame. This is also not something that the Town Council could or should be blamed for.

**It was unanimously agreed to pay no compensation.**

1379.5. Information relating to damaged Memorial Stone of Mr. & Mrs. Giddins and correspondence with Mrs. L.A. Moran. This matter was first brought to the Council's attention at the July meeting where it was stated that this was a straight forward insurance claim. Mrs. Moran then submitted an estimate for the repairs to be carried out which was passed to our contractor Country Grounds Maintenance who were helping us out at the Cemetery at that time following staff changes. The Town Clerk then arranged to meet with the contractor on site, as they queried the estimate and whether they were actually responsible for the damage. The Town Clerk agreed to convey their thoughts in a letter dated 14<sup>th</sup> August to Mrs. Moran. The point being made that damage could not have been made by the contractors as their smallest machinery was too wide to fit in between the gravestones. There was evidence of cleaning the memorial with tiny scratches in areas around the top and elsewhere are consistent with a cleaning motion. It was suggested that it was feasible to inadvertently pick up a small stone in the cleaning cloth could have resulted in the scratches being made. This has subsequently resulted in a further letter of 18<sup>th</sup> August in reply. Mrs. Moran is dismissing the claim and will not accept anything less than full compensation.

**It was agreed that the contractors and Mrs Moran resolve the dispute between themselves by negotiation or compromise or for the matter be referred to the contractors insurance company for arbitration and settlement.**

1379.6. A request from Miss. S. Askew an allotment holder at 102 Magazine Field regarding various issues including broken gates and general cultivation was received and circulated to Councillors. It has been alleged that in removing some concrete from an allotment, that gates had been broken. There are notes on file that confirm the gates were broken prior to the concrete being removed. Other issues had been added to the original request and culminating in a response fired up by a general comment published in the newsletter regarding the allotment sites and outstanding work in progress.

**It was agreed to proceed with an offer of relocating the tenant to an alternative site on the proviso that a further inspection in early October does not reveal further neglect of 102 Magazine Field. If there is evidence of further neglect then notice would be served and the offer of relocation withdrawn.**

1379.7. Twinning memorabilia display area. Both the Museum and the Town Council have a substantial amount of twinning memorabilia currently in storage. There is an exception of a small proportion of certificates marking various events on display at the rear

of the Council Chamber. Prior to the Town Hall extension being built the majority of the memorabilia used to be stored or on display in the Jack Sampson Room. This room is now the Council's archive room and will also be the home of the Youth Council. The Deputy Town Clerk had the idea of creating a new display in the connecting corridor to the Jack Sampson Room, the first floor lifting platform, the Council Chamber and the Museum. It is a bland bare space that could be made into a permanent home for the twinning memorabilia. The Twinning Association have been sounded out and would make a contribution towards the cost of the display in addition to volunteering their time to mount the display. The cost of any display cabinets have not been costed out yet.

**It was agreed that the Town Clerk costed out the Twinning display proposal and bring to a future meeting.**

1379.8. Cash-flow, temporary overdraft facility and forthcoming budget timetable for 2009/2010. Further to discussions last December and subsequent monitoring of the cash-flow situation by the Town Clerk with the Finance Committee a temporary overdraft facility for the next 12 months has been arranged. This is initially for a sum of £50,000 unsecured, with a view to increasing to a £150,000 secured facility if the need arises with the Nat West. A lot depends on how quickly the Council are able to dispose of the surplus allotment land. The cash-flow problem has come about because of £75,000 being paid to get the allotments in good order, £85,000 of income not received in 2006/07 when the sale of surplus land was first agreed and other smaller sums paid in advance that have reduced investment income. Bank rolling projects, having to wait for grant funding to be reimbursed or Vat to be reclaimed has reduced Reserves. The overdraft facility is to manage cash-flow and allow the Council to operate without delaying or cutting planned expenditure in the current financial year 2008/09.

**It was agreed to endorse the actions taken by the Town Clerk as Responsible Finance Officer.**

### **1380. GENERAL CORRESPONDENCE:**

1380.1. Local Works paper on Sustainable Communities Act Schedule.

Local Works is a lobbying pressure group who have worked hard in getting the government to adopt the Sustainable Communities Act. Now this has been established their next campaign is directed at getting local councils to use the powers within the act. The schedule and paper circulated gives a summary of ways where local councils can maximise the Sustainable Communities Act.

1380.2. Correspondence has been received and circulated to Councillors granting permission for Swaffham Players to have a bric-a-brac stall outside the Methodist Church on Saturday 27<sup>th</sup> September 2008.

1380.3. Correspondence has been received and circulated to Councillors from solicitor W.F. Smith for small pockets of land relating to the Shambles and a copy of the title information. The formalities have been confirmed in relation to the small pockets of land now in the Town Council ownership. A copy of the title information had been circulated.

1380.4. Details from Macmillan Cancer Support and their annual event the World's Biggest Coffee Morning on 26<sup>th</sup> September 2008 has been received and circulated to Councillors.

1380.5. Notification of the Dereham, Watton & Holt Citizens Advice Bureau agenda for the 18<sup>th</sup> September 2008 and annual report has been received and circulated to Councillors .

1380.6. A letter from Eileen Connolly in response to being given notice to quit an allotment at Tumbler Hill including a cheque for £25 has been received and circulated to

Councillors. Having to give notice to quit is never an easy job to carry out and is often met with a negative response. This letter and cheque for £25 helps to balance things out.

1380.7. Notification of free digital photography course at Swaffham Community Centre for 10 weeks from 19<sup>th</sup> September – Norfolk Rural Community History Arch has been received and circulated to Councillors.

1380.8. Information relating to a BT national programme for payphone provision and the retention of red kiosks, without the payphone, for historical and aesthetic reasons has been received and circulated to Councillors.

1380.9. E-mailed correspondence with Age Concern re-health and safety at their events has been received and circulated to Councillors. This recent correspondence between Icen Partnership and Age Concern was copied in to the Town Council for information. A risk assessment needs to be completed by Age Concern for each event and put a nominated person to assist a wheelchair person in and out of the building and down the steps of either fire exits.

1390.10. A copy of anonymous information regarding living in caravans has been received and circulated to Councillors. The Town Council's policy is to ignore anonymous correspondence.

1390.11. Draft Proposals for unitary local government in Norfolk & Suffolk – The Boundary Commission has been received and circulated to Councillors. A number of Councillors have attended various events throughout the summer months following the announcement of the preferred option and two other possibilities being considered by the Boundary Commission. The deadline for any comments is the 26<sup>th</sup> September.

**It was unanimously agreed to keep the Status Quo but if this option is not considered by the Boundary Commission then the Town Council would prefer option one.**

**It was unanimously agreed to support Breckland Council in calling for a judicial review.**

1390.12. A request for a Market pitch on 4<sup>th</sup> October 2008 for Business Link East Rural Outreach Project – Autumn, from Work House Ltd has been received and circulated to Councillors.

**It was agreed to give permission to Business Link for a Market pitch on 4<sup>th</sup> October for the Rural Outreach Project East free of charge.**

1390.13. Correspondence regarding the Tourist Information Centre at the Museum from David Impey of Lydney House has been received and circulated to Councillors. Information has been distributed to Councillors regarding a complaint received in respect of the TIC service offered by the Museum. A letter of explanation was requested by the Town Clerk and has just been received; a copy has been circulated to Councillors at the meeting. This information gives the basis for a reply back to Mr. Impey.

**It was agreed for the Town Clerk to reply using the information supplied by the Museum.**

1390.14. An e-mail from Nicholas Ashford regarding the closure of toilets at the Assembly Rooms has been received and circulated to Councillors. Mr Ashford raises the issue of toilet provision at events staged at the Assembly Rooms. A statement has also been circulated by Icen Partnership as the Directors have ratified the recent decision to close the toilets when the building is opened to the general public. There followed a lengthy

discussion. It was proposed by Cllr Wickerson to arrange a meeting with the Icen Manager and the Town Clerk.

**It was agreed for a meeting to be arranged with the Town Clerk and the Icen Manager to clarify the situation relating to the toilets in the Assembly Rooms.**

1390.15. A letter of thanks from Swaffham Bowls Club and an invitation should any member of the Council wish to visit the site of their new changing rooms has been received and circulated to Councillors. Formal thanks have been received from Swaffham Bowls Club to the Town Council for its generous contribution towards the work of replacing the Club's dressing rooms. The Club also expresses its appreciation of the time and effort put into the project by the Town Clerk and Deputy Town Clerk. If any member of the Council wishes to visit the site this could be arranged via the Chairman Hamish Cameron.

**It was agreed that Cllrs Matthews, Butters, Gunner, Wade and Harman attend a visit to the Swaffham Bowls Club new changing rooms.**

1390.16. An agenda and notification of the Norfolk Association of Local Councils AGM at Poringland on Saturday 20<sup>th</sup> September 2008 at 10.30am has been received and circulated to Councillors. Any councillors wishing to attend to inform the Town Clerk in advance.

1390.17. E-mailed correspondence from Richard M. Wilkin regarding illegal parking and untaxed vehicles in the town has been received and circulated to Councillors.

**It was agreed to pass this e-mail on to the police and to give Mr. Wilkin a telephone number to ring regarding untaxed vehicles.**

1390.18. A letter from Hamond's High School and Swaffham College – regarding work experience placement July 2008 and the new enrichment programme starting in September has been circulated to Councillors.

**It was agreed not to participate in the enrichment programme but to continue with the annual work experience placements.**

**1391. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS::**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
1391.1 Finance & General Purposes Committee	30 <sup>th</sup> July 08	1 <sup>st</sup> Oct 08	The next meeting is the last one scheduled prior to the Budget meeting.
1391.2 Open Spaces & Amenities Committee	3 <sup>rd</sup> Sep 08	19 <sup>th</sup> Nov 08	Cllr Darby has requested to be in attendance at the next Open Spaces meeting to discuss the Best Kept Garden competition.
1391.3 Planning	21 <sup>st</sup> July 08		The Planning Committee also met on 13th August
1391.4 Recreation Ground Committee	3 <sup>rd</sup> Sept 08	19 <sup>th</sup> Nov 08	The new play area was due to be completed by the 7 <sup>th</sup> August so the official opening was planned for 2 weeks later on the 20 <sup>th</sup> August. Unfortunately this event had to be cancelled due to work not being

<b>Page 798</b>			completed. There was a large number of children who turned up on the day to find that the opening had been cancelled. Work has now been completed; a safety inspection has been carried out. We are waiting for some concerns that have been raised to be ironed out. As soon as the necessary paperwork has been received the play area will be opened to the public. The Rec committee along with the Friends hope to have another opening event in September on a Saturday morning. As soon as we have a firm date we will let everyone know.
1391.5 Town Group	16 <sup>th</sup> June 08		It was reported that 2 out of the 4 groups have submitted their reports. There is a policy review meeting taking place tomorrow with all the officers involved.
1391.6 Personnel Committee	14 <sup>th</sup> July 08		A meeting needs to be scheduled in October to carry out the Town Clerk's annual appraisal, also to receive a report on the staff appraisals carried out on other members of staff.
10.7 Market Committee	30 <sup>th</sup> June 08	29 <sup>th</sup> Sep 08	
10.8 Youth Council	14 <sup>th</sup> July 08	20 <sup>th</sup> Oct 08	The very first event for the Youth Council is a bingo evening on the 19 <sup>th</sup> September in the Assembly Rooms. The Youth Council has received confirmation today that they have received a grant from Kingdom of £500. Some of this will be used for the bingo event but the rest will be used for future projects. The Youth Council are keen to recruit other members to join the council.

### **1382. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

#### 1382.1. Museum Report by Cllr Butters

The museum had to say goodbye to the Curator and the Education Officer. One was due to funding issues and one for personal reasons. A new Education Officer started on the 18<sup>th</sup> August and is currently getting her feet under the table. Her salary is being funded by a grant from the Foyle Foundation for 1 year.

### **1383. BRECKLAND COUNCIL.**

1383.1. A circular letter informing the Council that the Rural Enterprise Valley Project is coming to an end in September 2008 has been received and circulated to Councillors.

1383.2. A copy of permission for a business to use part of Market Place Car Park on 2<sup>nd</sup> October has been circulated to Councillors. This is a standard permission form issued by Breckland Council.

1383.3. A circular letter, interests flowchart & 1st edition of Town & Parish Council newsletter – July 08 has been received and circulated to Councillors. The newsletter is a new initiative by Breckland Council giving contact details and diary dates. Information on standards board and personal interests, Chairman training, public speaking, the Local Development framework process and local assessment. A flow chart has been produced to try and make it clearer when Councillors should declare interests and which type of interests should be declared.

1383.4. A letter from Icen Partnership to Breckland informing of a change of premise licence holder to Dennis Tallon has been received and circulated to Councillors. The Town Clerk is no longer the premises licence holder, Dennis Tallon on behalf of Icen Partnership now has this responsibility.

1383.5. An e-mailed report from Matt Attherton regarding issues raised by the Town Clerk at the regular bi-monthly street scene meeting has been received and circulated to Councillors. The meetings are set up to provide personal contact with Breckland Council as an insurance policy to try and see that all complaints reported are actually dealt with. A list of outstanding issues and the way they have been dealt with were circulated.

1383.6. E-mailed correspondence regarding the Town Clerk's meeting with Trevor Holden, Chief Executive on 23<sup>rd</sup> September. This is part of a regular series of meetings set up with the Chief Executive and the five Town Clerks throughout the year.

1383.7. Information relating to Councillor attendance of Breckland Council Forum/Open Evening at Richmond Park Golf Club in Watton on Tuesday 14<sup>th</sup> October 2008 at 7pm. The latest Breckland Forum/Open Evening is at Watton on 14<sup>th</sup> October. Councillors to inform the Town Hall office if they wish to attend as their attendance must be booked.

1383.8. Correspondence from Mr. J. Shirley regarding Gypsy/Traveller sites has been received and circulated to Councillors. A copy of a two page letter addressed to the Chairman of Breckland Council accompanied a shortened version addressed to the Chairman of the Town Council.

General comments regarding the downside of the influx of the Gypsy / Traveller

- Criticism of local government and the process behind a veil of secrecy
- Asking how can Swaffham Town Council be unaware of impending events?
- Critical of Breckland Council and suggesting they should keep the public informed
- Implying that the Town does not want or need another Gypsy/ traveller site

This letter has been passed to Inspector Porter of Norfolk Police. A lot of the points made earlier in the meeting need to be passed onto Mr Shirley.

1383.9 Breckland Councillor Report

- The CCTV review is three-quarter of its way through the process with three bids in for consideration. There are many innovative ideas due to the advancement of technology so it seems we have something to look forward to there when it is finalised.
- A Jobs Fair for the whole District will be held in Dereham on Friday, 26<sup>th</sup> September in the Assembly rooms from 10 until 3pm.
- An initiative is being taken on restoring empty dwellings to a habitable state so they can return to the rent market. Financial help can be given for this restoration and one of the facts we learnt is that if a dwelling has not been lived in for two years, then the restoration work will only be charged 5%Vat. So Property Owners with such a property would be well advised to speak to Breckland Officers to see what help can be given.

## **Page 800**

Breckland Council in conjunction with South Norfolk Council and the Borough of Kings Lynn & West Norfolk, on 5<sup>th</sup> September, issued and served proceedings in the High Court against the Boundary Committee and the Secretary of State for Community and Local Government on their handling of the LGR.

### **1384. NORFOLK COUNTY COUNCIL.**

1384.1. The 'Norfolk Matters' September 2008 newsletter for Norfolk County Council has been received and circulated to Councillors.

1384.2. An acknowledgement of Car Boot Sales/Market Code of Practice has been received and circulated to Councillors. The Market code of practice has been adopted by the Council as policy.

1384.3. A copy of correspondence regarding a complaint received of an overgrown Oak tree has been received and circulated to Councillors. This complaint was passed on to County Council who have informed the Town Council that they are writing to the owner, as it is not on land owned by them.

1384.4. A letter of thanks for trimming Lime Trees on Campingland has been received and circulated to Councillors.

1384.5. Notification of re-organised local bus services in Swaffham has been received.

1384.6. Notification of Hazardous Household Waste Amnesty Days 2008 has been received and circulated to Councillors. The nearest recycling centre is Kings Lynn where their amnesty days are 11/12 October 2008 8am – 4pm

1384.7. An announcement of 'Unitary' proposals from the Boundary Commission has been received. This is a copy of the official announcement of the preferred options put into the words of Norfolk County Council. There is also a detailed explanation of how County see the Parish & Town Councils operating in a single unitary council.

1384.8. Norfolk County Councillor Report

- The Authority is pleased with the improving results of the county as a whole. Our average is just on a par with the national figures. Speaking locally, this time next year, we will be opening almost a whole new school on the Hamond's site so there is much excitement down there.
- The news coming out of the LGR process is that the Boundary Committee have given extra time for the financial figures to be handed in to them because of the extra work involved by the addition of Lowestoft to the plan. We shall hear the result of which plan they are putting forward to the Secretary of State two weeks later than 26<sup>th</sup> September which was the original date.

### **1385. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

1385.1. Monday 29<sup>th</sup> September 2008 – **Market Committee** at the Town Hall

1385.2. Wednesday 1<sup>st</sup> October 2008 – **Finance & G.P. Committee** at the Town Hall.

1385.3. Wednesday 8<sup>th</sup> October 2008 – **Full Council** – 6.45pm at the Town Hall.

### **1386. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1386.1 Confidential report from and correspondence with Brown & Co regarding the proposed sale of allotment land.

<p><b>It was agreed to arrange an urgent meeting with Brown &amp; Co to discuss the project and all the options available.</b></p>
--

1386.2. Staff review

**It was unanimously agreed to take Mr S. Rix on beyond the initial three month trial period to become a permanent member of staff.**

1386.3. Report following the Mayor, Deputy Mayor and Town Clerk's meeting with Ray Johnson our liaison officer from Breckland Council.

**It was agreed to give approval to the proposal for Castle Acre Road.**

**It was agreed to delegate authority to the Town Clerk, Mayor and Deputy Mayor to put together a report relating to the unitary outcomes.**

1386.4. Twinning Visits to Couhe and Hemmoor.

**It was agreed for future Twinning visits the Town Clerk would not be expected to attend unless there is a specific reason for doing so.**

Meeting Closed at 9.34p.m.

Chairman .....

## **TOPICS FROM THE PUBLIC SESSION**

**Local Development Framework** – Objections can be made by individuals or as a group of people but groups will only be counted as one. Breckland are looking at the LDF with regards to how the district is now and not how it could be following any decisions from the Boundary Commission. The preferred sites will be assessed in early 2010 then a 6 week consultation period will take place before Breckland make a final decision.

Land to the south of Swaffham is a designated European habitat – This directive requires planning authorities to carry an appropriate assessment that will have a significant effect on habitats. Evidence from research Breckland commissioned says they are very sensitive to new developments. There is a buffer zone around these sites which makes it very difficult to develop.

Site specific 097 shows a possible use of that land could be a gypsy site. This is what the land owners have put to Breckland as what they would like to see on that site. Breckland want to know what local communities think as well as the town council. The focal for a site in the district is on the A11 corridor. Evidence gained by Breckland says Swaffham does not need another site in the town.

Further employment of 12 acres – It was stated that it was thought doubtful that Swaffham would be able to get this amount of jobs in the town. Watton has more variety than Swaffham – we need to make better shops to come to Swaffham.

The planning system can't make businesses to come to Swaffham. Swaffham can cope with another 300-350 houses with the current infrastructure.

**Allotment land** – Swaffham Town Council are selling surplus allotment land as it had too much and not enough demand. The budget meeting of December 2007 shows how the money from the sale of the allotment land will be allocated.

Designated Public Places – Support was given to the councils wishes that the recreation ground is included in this area. There is a lot of drinking that occurs on Friday and Saturday nights. Concerned was shown that this will not stop organised events taking place that would have a beer tent etc. Inspector Porter reassured the public this is not the case, it is aimed at the element of disorder.