

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 10th December 2008 at 6.45p.m. in the Town Hall, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mrs C. Baker, Mr D. Butters, Mr P. Darby, Mr C. Gunner, Mr D. Harman, Mr T. Jennison, Mrs. S. Lister, Mr F. Sharpe, Mrs J. Skinner, Mrs P. Wade and Mr D. Wickerson.

Town Clerk: - Mr R. Bishop

Deputy Town Clerk: - Mrs M. Meyrick

Police:- PCSO Hazel Tampin

Public: - 12

1417. APOLOGIES & REASONS FOR ABSENCE.

1417.1. Cllr Sherwood – due to hospital visit

1418. DECLARATIONS OF INTEREST – for items included on the Agenda.

1418.1. Cllr Butters declared an interest on anything relating to the Museum.

1418.2. Cllr Matthews declared an interest on anything relating to the Museum.

1418.3. Cllr Wickerson declared an interest on anything relating to the Museum.

1418.4. Cllr Gunner declared an interest on anything relating to the Museum and Swaffham Transport.

1418.5. Cllr Jennison declared an interest on anything relating to the Allotments.

1418.6. Cllr Darby declared an interest on items 1409.4 and 1409.5.

1418.7. Cllr Lister declared an interest on item 1410.11.

1418.8. Cllr Baker declared an interest on item 1410.11.

THE MEETING WAS ADJOURNED AT 6.46 P.M.

THE MEETING RECONVENED AT 7.01P.M.

1419. POLICE REPORT

1419.1. There were a number of offences for the Swaffham area in the past month. Of those there have been 11 offences of criminal damage which the majority has happened in the grounds of St Peter & St Paul churchyard, 2 burglaries and 3 burglaries other than dwelling. The police are actively promoting Farm Watch for businesses as a number of these have been targeted recently. Street briefings are being conducted in the town offering people advice, these will take place on: -

- 13th December
- 16th December
- 19th December
- 22nd December
- 4th January

These will be carried out at Waitrose, outside Boots and the Co-op. The discos at the Community Centre have been a great success. The next Safer Neighbourhood meeting is on the 10th February.

1420. MAYORS' REPORT

1420.1. Civic events attended by the Mayor.

Thursday Nov 13 th	Presented prizes at Convent School
Sunday Nov 16 th	Norwich Cathedral Service remembering those killed in Road Accidents.
Thursday Nov 20 th	Attended CofE Charity Shop to support their efforts to attract

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Wednesday Nov 26 th	Downham Market Civic Reception
Friday Dec 5 th	Christmas Reception at Mildenhall
Sunday Dec 7 th	Scouts Service in Swaffham Church - Church full of scouts!!!!!!

1420. MINUTES

1420.1. The Minutes of Wednesday 12th November 2008 were agreed and signed as a true record by the Chairman.

1421. REPORT FROM THE TOWN HALL

1421.1. A letter from Parkwood Consultancy Services was circulated to Councillors. This relates to a 'Sporting Provision Feasibility Study' being carried out for Breckland Council. The Town Clerk and Deputy Town Clerk have a meeting with them set up for Thursday next week 18th December at 11am. This will be the first of a series of meetings with other groups in the town to be held in January. Initially they are meeting with the Town Council.

It was agreed for Cllr Wickerson to attend this meeting also as chairman of the Town Group, unfortunately Cllr Matthews is unable to attend as she is attending another meeting.

1421.2. Councillors were invited to have a drink with the staff in the office at 11am on 23rd December. A reminder was given that the office closes down on the 23rd December at 12 noon and we re-open in the new year on Monday 5th January at 8.45am.

1422. PLANNING/DEVELOPMENT CONTROL:

1422.1. Notification of Decisions/Information from Breckland Council

3PL/2008/1361/CU Refusal of planning permission for the use of premises for A2 purposes as a licensed betting office. 44 Market Place. William Hill Organisation Ltd.	SP/Y/3/2008/3012 Formation of temporary access for final phase of approved construction works. Hamonds High School, Brandon Road. Application Withdrawn.
3PL/2008/1276/F Planning permission granted for the proposed erection of a new dwelling and detached double garage. 100 London Street. Mr. David Routledge.	3PL/2008/ Refusal of planning permission for the erection of two storey house & garden wall. Rear of 61 London Street. Mr. Gathercole.

1422.2. Planning applications:-

a) 3PL/2008/1521/LB Replacement of north & south aisle external windows, reglazing with clear glass & installation of ext. window. St. Peter & St. Paul Church, Market Place. Mr. Tony Hopping. NO OBJECTION	b) 3PL/2008/1597/F Erection of conservatory to rear. 37 Whitsands Road. Mr. R. Patten. NO OBJECTION
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1422.3. There are no late applications to consider. However notification has just been received of an appeal by William Hill Organisation Ltd in relation to 3PL/2008/1361/CU 44 Market Place, use of premises for A2 purposes as a licensed betting office. This follows the refusal of planning permission by Breckland Council.

It was agreed for the Council to re-iterate the previous comments made concerning this planning application.

1422.4. A letter and information relating to permitted development has been circulated to Councillors for information.

1422.5. There are occasions where notification of Development Control meetings will be received in between Town Council meetings. Cllr David Butters has taken it upon himself to represent the Council at such meetings where three minutes is given to explain or state the case for a particular application. It was recommended that the Council agree to Cllr Butters acting as the Council representative for all invitations to the Development Control Committee meetings, with the Council's comments on the application concerned forming the basis of the Council's three minutes.

It was agreed for Cllr Butters to represent the Council at Development Control meetings with the Council's comments on planning applications.

1423. FINANCE:

1423.1. Accounts for Payments for December 2008.

A list of payments were circulated to the Councillors.

The accounts for Payment for December 2008 were unanimously agreed

1423.2. Precept requirement for 2009/10.

The recommendation from the Finance & G.P. Committee meeting is to set a Precept of £193,428 for 2009/10. Cllr Wickerson endorsed Richard and staff for producing a document with 101 recommendations, very clear document and easy to understand.

It was agreed with 1 against to set the Precept for 2009/10 at £193,428.

1423.3. A request has been received to erect a seat and plaque on the Campingland in memory of Mrs. Phyllis M. Bird (nee Barnes) born Swaffham 1910, died Roehampton 2003, and Mrs. Ivy E. Smith (nee Barnes) born Swaffham 1918, died Louth 2007. A policy was discussed relating to this request and all further requests. The policy should state that the donor cover the cost of the seat i.e. the manufacture of the seat, delivery costs and installation plus a sum to be held by the Council for future maintenance. The sum should be equal to the cost of manufacture, delivery and installation. The donor shall pay all fees at the time of ordering the seat prior to installation. The Council shall give consideration if requested by the donor to pay the fee for general maintenance over not longer than five years (the first payment due prior to installation), a further administration fee of 10% shall always be added to the sum due in such circumstances.

It was unanimously agreed to grant permission for a bench to be erected on the Campingland in memory of Mrs Phyllis Bird and Mrs Ivy Smith.

It was agreed to set a policy for the donor to cover the cost of the bench, installation plus a maintenance fee equal to the cost of the manufacture, delivery and installation.

1423.4. Correspondence and report regarding compensation of £250 due to Mr. Davies, a request for a further allotment in addition to five that he has and to consider if business activity is taking place was circulated to Councillors. The correspondence with Mr. Davies relates to compensation of £250 previously agreed by the Town Council for moving allotments back in January of this year. The money was not paid as a number of inspections throughout the year have confirmed that rubbish was still on the allotments concerned. The allotments are now clear and the matter is referred back to the Council for re-consideration. It was recommended that an administration fee is charged to cover the amount of staff time wasted on this. Cllr Lister proposed and Cllr Jennsion seconded to pay compensation of £150.

The proposal was lost with 3 votes for and 6 against with 1 abstention.

Cllr Sharpe proposed and Cllr Skinner seconded to pay compensation of £250

It was agreed with 6 votes for and 3 against with 1 abstention.

With regards to the request for a further allotment added to the five Mr. Davies already has, it was recommended that permission is refused on the grounds of the general poor condition of existing allotment sites. It was also recommended that the Town Clerk is instructed to complete his research into establishing whether business activity is taking place at the five existing allotments. The legal position is that commercial cultivation can become an agricultural holding. There are special conditions attached to this though and in the interim period if commercial activity is proven then this is in clear breach of the allotment tenancy agreement. The notice period for change to take place is similar to that for the notice to quit i.e. 12 months. Then there is legality of the number of allotments currently held by Mr. Davies; this needs to be clarified. Cllr Wickerson proposed and Cllr Lister seconded to write to all allotment holders informing them that they are in breach of their allotment tenancy if they are selling any items produced on their allotment.

It was agreed with 7 votes for and 2 abstentions for the Town Clerk to complete research into any business activities taking place on the allotments. It was also agreed for the Town Clerk to write to all allotment holders informing them that they are in breach of their allotment tenancy if they are selling any items produced on their allotment.

It was agreed with 7 votes for and 2 abstentions to hold off a decision to Mr Davies request for another allotment until research has been carried out.

1423.5. A request has been received and circulated to Councillors from Mr. E. W. Hewson regarding an allotment rent. The Town Clerk resolved this issue with a compromise of allowing Mr. Hewson to pay half his allotment fee, as he was unsure whether he would be well enough to work on his allotment next year. Mr. Hewson has until April 2009 to pay the other half of his fee or to give up the allotment. This was an example where the time issues like this take on the reception desk far outweigh the money involved in rent or the unnecessary pressure put on staff.

It was agreed to allow Mr Hewson to pay half his allotment fee until April 2009.

1424. GENERAL CORRESPONDENCE:

1424.1. E-mailed correspondence with SCALGA & copy of notice regarding skips has been circulated to Councillors. The period for placing rubbish in the skips at both allotment sites has now passed, thanks was given to SCALGA for their assistance in this matter.

1424.2. Response to a request regarding a double burial and information held on file in respect of such a burial – Mrs. E. White. This was a difficult and sensitive issue for the Council to deal with as it related to a double burial, access to personal information and future contact relating to a particular grave. The Town Clerk took advice before responding to the request from Mrs. White who now confirms she is satisfied with the way this was dealt with.

1424.3. Booking details for Circus Tyanna (Ricardo) and a planned visit to the Recreation Ground 27th – 30th September 2009. This correspondence is confirmation of a booking for the Recreation Ground in September next year for Circus Tyanna.

1424.4. Correspondence with Sheila Kathleen Fowler (Church Warden) regarding various issues relating to the Churchyard. The correspondence deals with root growth around the trees in the churchyard, pollarding of trees, the general condition of the old memorial garden, the church clock and in particular work carried out by volunteers in the churchyard without the consent of the Town Council.

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1424.5. Dates for house to house collections for the Charity Scope 6th to 26th April 2009 & 5th to 25th 2010.

1424.6. Late correspondence has been received from Mrs Polaine-Leonard which was circulated to the Council at the meeting. It relates to the moving of structures from allotments and potential newsletter information.

1424.7. Correspondence with Mr. D. Dunkley regarding various issues related to Tumbler Hill allotments was circulated to Councillors. There are a number of issues raised by Mr. Dunkley that the Town Clerk has responded to, but the Council may wish to consider any or all of these issues if appropriate:-

- Fencing in progress alongside the railway cutting at Tumbler Hill.
- Councillors attendance of the open day organised by SCALGA.
- Promises made in respect of access roads to the allotments.
- Allotment holders who have been put under notice for not cultivating their allotments.

1424.8. The Town Clerk gave a report to Councillors regarding a request by an allotment holder to keep some hives of bees at Shouldham Lane/Shoemakers Lane allotments. The Town Clerk has circulated the British Beekeepers Association Policy & Guidelines for Allotment Beekeeping. There followed a discussion.

It was agreed for a 12 month trial period be given and review this at the end of that period. It was also agreed to set a limit on the number of hives and that only British species of bees are kept.

1424.9. A consultation document regarding 'Codes of conduct for local authority members and employees – Department of Communities and Local Government has been received and circulated to Councillors. The deadline for a response is the 24th December 2008.

It was agreed to adopt the Codes of Conduct for local authority members and employees.

1424.10. A new 'Certificate of Compliance' for new or re-fix of gravestones issued by the National Association of Memorial Masons has been received. There are responsibilities for Memorial Masons and for Burial Authorities with regard to a new 'Certificate of Compliance' relating to a benchmark standard. This replaces period based guarantees (for a number of specified years etc).

It was agreed that the Town Council adopt the 'Certificate of Compliance' from the National Association of Memorial Masons as the required standard for erection of memorials in the Cemetery.

1424.11. A letter has been received and circulated from Cllr Charles Gunner regarding the 'Swaffham Flyer'. He has requested that the Council should help Swaffham Transport by contacting the County Council and Breckland Council as a matter of urgency. This is in relation to coaches using the bus stop areas near the former TIC. It is suggested they use the area in front of the 6th form centre as an alternative. Cllr Gunner addressed the Council and stated that he agrees with those who want to preserve the coaches that go to Thursford but wants to see that other transport is given enough space to carry out its lawful business. A further letter related to coaches has been received from Cllr Carol Baker (Pedlars Gold). The point is made that these coaches are a good thing for the town and help Swaffham Businesses to stay open and keep trading. The extra trade that these people bring to the town lasts for a period of 6 to 7 weeks. There followed a lengthy discussion. Cllr Jennison proposed to keep the status quo as it would have a detrimental effect on Swaffham if the Thursford buses went elsewhere.

It was agreed with 1 against to keep the status quo for the Thursford buses as it would be a detrimental effect on Swaffham if they went elsewhere confirming that no representation to Norfolk County Council would be made and no action would be taken

1424.12. A new model publication scheme for Freedom of Information Act from the Information Commissioner's Office has been received. It was proposed by Cllr Butter to adopt the new publication scheme.

It was agreed for the Council to formally adopt the Freedom of Information Act new model publication scheme.

1425. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS::

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1425.1.Finance & General Purposes Committee	3 rd Dec 08		
1425.2 Open Spaces & Amenities Committee	3 rd Sep 08	21 st Jan 09	
1425.3 Planning	21 st July 08		
1425.4 Recreation Ground Committee	3 rd Sept 08	21 st Jan 09	The committee are still waiting the hear the outcome of the WREN application.
1425.5 Town Group	6 th Nov 08		Cllr Wickerson, Chair of the Town Group gave a written progress report to Councillors. The report highlighted the work of the Transport group who have given consideration to traffic problems in the town including better traffic management, better signage, parking facilities etc. The full report of the Transport Group which was completed in the summer will form part of the material for the eventual Town Plan. The Transport group has drawn up a list of specific projects which could be taken forward for further development and evaluation. Cllr Wickerson and the Town Clerk will be meeting with Jason Glasspoole of Highways to discuss the Transport groups list in the New Year. This will be reported on in a future meeting.
1425.6 Personnel Committee	14 th July 08		
1425.7 Market Committee	29 th Sep 08	26 th Jan 09	Last Sunday the Italian market returned to Swaffham to take part in the Christmas Festivities. It was reported that they were very busy in the morning which is good news. Cllr Wickerson congratulated the Swaffham Business & Retail Forum on their work and organisation of the festival weekend.

<p><u>Page 832</u> 1425.8 Council</p>	<p>Youth</p>	<p>1st Dec 08</p>	<p>12th Jan 09</p> <p>The Youth Council are working on producing a website of their own but in the meantime a page will be inserted on the Town Council's website where the minutes and agendas will be.</p> <p>At their last meeting they discussed the issue of public transport for young people. There are two issues – the cost and access to travel. They will be looking at this in more detail in future meetings and will be contacting the Youth Parliament Councillor Lucy Bennett as this is something that she has been working on too. They have also been concerned with a highway problem which has been highlighted to them. They wish to contact Norfolk County Council to discuss this problem but would like the Town Council's support.</p> <p>It was agreed to endorse the letter that will be sent to Norfolk County Council re: highways issues on Cley Road.</p> <p>Their next meeting is on the 12th January and they have invited Caroline Cox who is the Youth Engagement officer for Breckland Council to come and talk about the Breckland Youth Council. One of the members brought up the topic of 'Mosquito's' which is a high pitch sounder which only the young are able to hear. He was concerned that a number of houses have had these installed on them, whilst it is appreciated that some people might have had a bad experience the concern is that all young people are tarred with the same brush. It should be recognised that only a handle of people young and old who cause trouble and the majority are well behaved.</p>
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1426. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1426.1 Icen Partnership (Cllrs Darby, Matthews & Lister)

No report given.

1426.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

No report given.

1426.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

No report given.

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1426.4 Swaffham First School (Cllr Lister)

No report given.

1426.5 Safer Neighbourhood Area Partnership SNAP (Town Clerk)

No report given.

1426.6 Local Area Group LAG (Town Clerk)

No report given.

1426.7 Swaffham Town Estate (Cllrs Butters and Darby)

No report given.

1426.8 Swaffham & District Tourism Association **(proposed Cllr Wickerson)

No report given.

1426.9 Crime Prevention Panel (Cllr Skinner)

No report given.

1426.10 Olive Tree Project

No report given.

1426.11 Horticultural Society (Cllr Lister)

No report given.

1426.12 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

No report given.

1426.13 Garden Science Trust (Cllr Darby)

No report given.

1426.14 Health Forum (Cllr Wade)

No report given.

1426.15 Breckland CCTV Group (Town Clerk) Cllr Darby?

The Town Clerk attended a meeting recently in Dereham. The position is that two contractors have been chosen from the preliminary list of 11 to submit a tender with a deadline set for the 1st January 2009. Each has been encouraged to make contact with the Town Council's regarding their core bid. There will be an opportunity of putting forward the three additional locations for cameras in the core bid, but no guarantee that they will be included by either contractor. It is a competitive tendering process that looks to deliver what is best for the five towns across the district. The technology is moving forward at a rapid rate and there are clauses in the contract that will allow for the technology to be improved year on year. Once a successful contractor is appointed then they will sit down with each town to plan or build in their specific needs.

1426.16 Swaffham Community Transport (Cllr Gunner)

No report given.

1426.17 Learning Partnership

No report given.

1426.18 Norfolk Association of Local Councils (Cllr Matthews)

The Right Honourable Gillian Shepherd has just been appointed as the Association's President.

1427. BRECKLAND COUNCIL.

1427.1. A copy of the completion certificate for the internal refurbishment of the public toilets has been received.

1427.2. A copy of e-mailed correspondence with Anne Tigue regarding street collecting licensing has been circulated to Councillors. This was regarding whether the Town Council held information about how often one organization is allowed to collect money in Swaffham Market Place? The Town Clerk confirmed that Breckland Council are the licensing authority and would hold this information.

1427.3. A newsletter relating to the Town and Parish Open Evening/Forum on 14th November 2008 has been circulated to Councillors.

1427.4. A second Draft of a Financial Inclusion Strategy & Action Plan has been received. Any comments are required by Tuesday 17th February 2009. Cllr Sharpe reported that there are two Breckland officers who are prepared to come and talk to the Council for 10-15 minutes on this subject.

It was agreed to put this on the January or February meeting and request that the attendance of Breckland officers at the same meeting.

1427.5. Breckland Councillor reports.

There will be 5 Christmas roadshows that will help people celebrate Christmas by being eco friendly with their waste. They will inform families how they can reduce their waste, give advice on recycling, give out a free shopping bag and a spaghetti measure. The roadshow will take place at Waitrose next Monday between 10am and 12 noon.

1427. NORFOLK COUNTY COUNCIL.

1427.1. A copy of a letter to Cllr Shirley Matthews as County Councillor regarding A1065 Highway Works under Section 278 – Development by Gladedale (Anglia) Ltd has been circulated to Councillors. This is notification that the design of the scheme has been advanced but works scheduled for March 2009 are now delayed until towards the end of 2009 when the developer is hopeful that the development at the Redland Site may be able to be progressed.

1427.2. An acknowledgement has been received and circulated to Councillors regarding a request for double yellow lines in Spinners Lane. This request will be looked at by the highway engineer who will report back.

1427.3. Information has been received and circulated to Councillors relating to A11 Fiveways to Thetford Improvements.

1428. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1428.1 Monday 12th January 2009 – Youth Council – 6.30pm at the Town Hall.

1428.2 Wednesday 14th January 2009 – Full Council – 6.45pm at the Town Hall.

1428.3 Monday 19th January 2009 - Relief in Need Charity – 7pm at the Town Hall.

1428.4 Wednesday 21st January 2009 – Open Spaces Committee – 6.30pm at the Town Hall.

1428.5 Wednesday 21st January 2009 – Recreation Ground Committee – 7.30pm at the Town Hall.

1428.6 Monday 26th January 2009 – Market Committee – 7pm at the Town Hall.

1429. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1429.1 A confidential report and correspondence regarding the proposed sale of allotment land was given to Councillors.

1429.2. Information relating to the Campingland and a request by Mr. D. Bird was reported to Councillors.

It was agreed to give retrospective permission to Mr Bird's request.

1429.3. A confidential report was given to Councillors regarding issues relating to land owned by Breckland Council.

It was agreed respond to Chief Executive as requested.

Meeting Closed at 8.50p.m.

Chairman

TOPICS FROM THE PUBLIC SESSION

BUDGET – Good attendance of public at this meeting but a shame there was not the same at the budget meeting of last week. Town Clerk and staff were congratulated on the information supplied for the budget.

Questions were asked relating to the sale of allotment land i.e. is the decision to sell deferred, reasons for this and how long the current borrowing strategy sustainable? The council are in the market to sell Shoulder of Mutton but will not be giving it away and are trying to get Days Field into the local development framework. The council are borrowing internally with back up from an overdraft but this is not sustainable past two years. It would make financial sense to sell Shoulder of Mutton.

Thursford Buses – Been told that the Council are considering having coaches removed from the town, would be very concerned if this is the case. The public were informed that this issue was being discussed further on in the meeting.

Allotment – Feel administration charge is unfair. Business activity mentioned in letter sent, having been selling flowers etc for many years. He is registered disabled and he is gardening to help his condition.

Recreation Ground – Concerned with state of ground when the yearly circus leaves, big ruts are left after. As part of agreement the ground has to be re-instated.