

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 11th February 2009 at 6.45p.m in the Town Hall, Swaffham.

Present: Mayor Mrs S. Matthews (in the chair)

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

Town Clerk: - Mr R. Bishop

Deputy Town Clerk: - Mrs M. Meyrick

Police:- Community Support Officer Hazel Tampin

Breckland Council: - Principal Housing Officer Darryl Smith

Public: - 10

1445. APOLOGIES & REASONS FOR ABSENCE.

1445.1. Cllr Baker - unwell.

1445.2. Cllr Lister – unwell.

1446. DECLARATIONS OF INTEREST – for items included on the Agenda.

1446.1. Cllr Darby declared a personal interest on items 1453.1, 1452.3, 14536.14, 1453.19 & 1453.20.

1446.2. Cllr Gunner declared an interest on item 1452.5 as he is a member of the British Legion, item 1454.5 and anything on the Museum.

1446.3. Cllr Sherwood declared a personal interest on items 1452.3 and 1453.14 as he is an allotment tenant and a prejudicial interest on item 1456.5 as he is member of the Licensing Committee at Breckland Council.

THE MEETING WAS ADJOURNED AT 6.47P.M.

THE MEETING RECONVENED AT 6.57P.M.

1447. POLICE REPORT

1447.1. Since April 2007 there has been 15 crimes of car criminal damage carried out in the churchyard but it is believed this figure could be higher as some incidents have not been reported to police. A full analysis has been carried out and a crime prevention survey has also been done. The police are recommending that posters are displayed throughout the churchyard displaying the Crime Stoppers details which will hopefully raise awareness and encourage the public to report any incidents that they see. A copy of a poster was circulated to Councillors for information. The Town Clerk sent a copy of the poster to the Historic Buildings Officer Andrew Gayton, he has no objections.

It was unanimously agreed for the police to display Crime Stoppers posters in and around the Churchyard of St Peter & St Paul.

1447.2. There has been 45 crimes for Swaffham and the surrounding parishes. They include 5 offences of criminal damage, 1 theft from motor vehicle.

1447.3. The Town Clerk attended the site meeting on 2nd February called by Inspector Porter at Merryweather Road. This meeting was attended by approximately 10 – 12 residents and the various interested agencies. The purpose of the meeting was to address the issue of anti-social behaviour in the area and discuss ways in which a joint approach could improve the quality of life for residents living in that estate. The play area and surrounding open space will be passed to the Town Council at some point this year to manage locally and this was the prime concern for the Council's representation at this

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meeting. It was thought that this meeting went very well. Breckland are having a meeting to talk about if and how a fence could be erected near the roadside of Brandon Road.

1447.4. Shop Watch – All the participating shops have now had their folders and this will be published soon. There has been 8 street briefings organised that will take place before April.

1447.5. Licensing - At the moment there are targeted patrols around the area. The White Hart is under close inspection as the license is under review. Letters from members of the public are encouraged highlighting any problems that have occurred to Inspector Ady Porter by the 26th February.

1448. MAYORS' REPORT

1448.1. The Mayor introduced Darryl Smith the Principal Housing Officer (Strategy & Enabling) from Breckland Council to discuss the Draft Inclusion Strategy & Action Plan; and gave a brief update on the Choice Base lettings and a locally based kiosk under consideration.

Financial Inclusion and Strategy – This is about financial exclusion and people being able to plan for their future. It is to show people how to effectively pay their rent, insurances, being able to budget and plan for the future. It is hoped it will help to change things that people are fearful of. Lots of people still do not have bank accounts so working with organisations such as the Credit Unions will make those more accessible so people can obtain personal credit and credit ratings. Around 80% of people do not have insurance; and there is a need to make people more aware of ethical savings methods.

The low housing levels for Swaffham to 2021 will raise the cost of affordable housing in Swaffham which will be detrimental to low earners. Affordable housing rents are governed by the Homes and Community Agency but they can raise them by a maximum of 1% above the rate of inflation. There are more affordable housing coming on the market for sale but people can't get mortgages. Affordable housing can be built outside of the development boundary if it is needed. Breckland is still the housing authority; there is consultation out on the guide lines for affordable housing. The government has just given power back to build affordable housing; this power was taken away previously. Government is out to consultation at the moment.

There has been a change from the old housing register to a new way of allocating houses which will be managed by Choice Base Lettings. They will be advertised and people will bid for a property, it is all automated but money will not change hands. There will be a range of kiosks and computers for people to access in public buildings but Breckland are looking at the key market towns but have not actually spoken to any town councils on this yet. This new way will go live in April with consultations taking place in March. It is about giving people independence, about them being able to see what sort of houses come up. There will not be a paper application everything will be done on computer. The Mayor thanked Darryl Smith for attending and explaining the strategy to the Council.

There was no comment from councillors regarding this draft strategy.

1448.2. Civic Events attended by the Mayor.
There were no events anywhere this month.

1449. MINUTES

1449.1. The Minutes of Wednesday 14th January 2009 were agreed and signed as a true record by the Chairman.

1450. REPORT FROM THE TOWN HALL

1450.1. Town Council web site.

Anglia Computer Solutions have started work on updating/revamping the Town Council's website. All the features previously discussed as part of the tender are being developed and all of the information currently on the existing website will be transferred across, but re-organised into a more user friendly format. In the first two weeks of March a review will take place on the new site and will make improvements as necessary. In the third week of March a drop-in day will be arranged for Councillors to come in and try out the new website before it is re-launched. This should help to improve it further by ironing out any problems and allow Councillors input particularly for the private area which will be available for them to use. The planned launch is just in time for Easter at the April Town Council meeting on 8th April 2009.

1450.2. In line with what was agreed in the budget, research is being carried out on community newsletters and comparing what is already in Swaffham to elsewhere. The main objectives are to improve the quality of the newsletter and reduce the cost to the Council. The latter can be achieved by selling advertising space. A recommendation will come to the Council for consideration either in March or April.

1451. PLANNING/DEVELOPMENT CONTROL:

1451.1. Planning decisions from Breckland Council:-

<p>3PL/2008/1279/F Planning permission granted for the demolition of existing sun room, erection of single storey extensions, re-roofing existing garage with pitched roof. Rowan Lodge, 3 Point Drive. Mr. & Mrs. Rand.</p>	<p>SP/Y/3/2008/1659/F Planning permission granted for the dining room and utility with bedroom balcony above extensions. Three Chimneys, Tumbler Hill. Mr. Ian Black.</p>
<p>3PL/2008/ 1464/CU Planning permission granted for the replacement of north & south aisle external windows, reglazing with clear glass & installation of window guards. St. Peter & St. Paul Church, Market Place. Mr. A. Hopping.</p>	<p>3PL/2008/1517/F planning permission granted for the erection of conservatory to the rear. 37 Whitsands Road. Mr. R. Patten.</p>
<p>SP/Y/3/2008/3016 Planning permission granted for the replacement of existing roof light and protruding extract fans with new ventilation equipment comprising enclosure clad laminate panel and associated ductwork. (Hamonds)</p>	

1451.2. Planning Applications:-

<p>a) 3PL/2009/0023/F/F Variation of condition on planning permission 3PL/2008/1279/F restricting opening hours. Dam Estate Ltd (Pegasus Planning Group) NO OBJECTION to changes to opening time of 8a.m. – 9.30p.m. (6 votes for, 2 against and 1 abstention)</p>	<p>b) 3PL/2009/0044/F Amendment to PP 2008/0186 & 2006/1549 to include garden room to rear and to widen garage by 1.5m on plot 2. 2 Peddars Rise. Mr. Ian Jessett. NO OBJECTION (8 votes for, 1 objection and 1 abstention)</p>
<p>c) 3PL/2009/0018/F Demolition of existing garage and erection of new single 2 bedroom bungalow. Land off Ash Close. Mr. Martin Overman. NO OBJECTION</p>	<p>d) 3PL/2009/0049/F Extension in the form of a double (corner) bay window. Northfields, Mr. H. Jenner. NO OBJECTION</p>

1451.3. Late applications received at the Mayor's discretion.

3PL/2009/0019/F Demolition of garage and erection of 2 bedroom bungalow. Ash Close. Mr. Overman. NO OBJECTION	
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1451.4. Recommendations was received from the Planning Committee for the Core Strategy and Development Control Policies Development Plan Document (circular letter) giving details of deadline for responses of 16th February 2009.

Recommendations from the Planning Committee are as follows:-

- Car parking provision – the multiplier per household is in the draft as .85 and the Council previously suggested this should be increased to 1.5 per household. The Planning Committee now recommend an amended figure of 1.25 per household.
- Minimum net increase in jobs to 2021 is in the draft as 300 – 650; the Council previously suggested this should be increased to a more realistic 750 to 1000. But have lowered this request in line with the housing growth to 400 to 800.
- Minimum net increase in housing is in the draft as 1000 houses but with houses already built since 2001, others already granted permission or in the pipeline the actual net growth from now to 2026 is only 250 house in 17 years. This equates to just 14 or 15 houses each year. The Committee thought this was inconceivable, unrealistic and restrictive on natural growth of the town. The Council previously argued that the figure should be increased to between 1600 and 2000. The Committee agree that 1600 should be the minimum growth, as this would add 600 houses to the 250 giving 850 as the total growth to 2026.
- There are supplementary questions the Committee wish to ask David Spencer of Breckland Council.
 - Clarification if required that change of use from A1 to A2 or A3 business use, does this affect the overall growth in retail space?
 - In respect of Eco-Tech Business Park where there is diverse use already granted for a school, residential home and doctor's surgery how does this affect the employment area calculation of space?
 - Then finally with residential homes and supplementary buildings associated to them, do they count in the overall numbers of new housing?

It was unanimously agreed to accept the recommendations from the Planning Committee in relation to the Core Strategy and Development Control Policies Development Plan Document.

1451.5. An invitation has been received to attend an exhibition at Necton Village Hall on 12th February 2pm – 8pm. The invitation has come from the Bernard Matthews Green Energy Ltd regarding consultation on proposals for the erection of two wind turbines adjacent to the North Pickenham wind farm.

1452. FINANCE:

1452.1. Accounts for Payments for February 2009.

A list of payments were circulated to the Councillors.

The accounts for Payment for February 2009 were unanimously agreed

1452.2. An offer has been received from G & J House Clearances to clear the mirrors and flooring away from Cemetery Chapel. They have offered £50 for the two mirrors and £20 for the parquet flooring. The idea was put forward to re-use the parquet flooring in the foyer of the Town Hall to replace the carpet tiles when they come to the end of their use. The installation of the flooring could be budgeted for in a future budget. Cllr Wickerson proposed and Cllr Sherwood seconded to sell the items as listed.

It was agreed with 7 votes for, 2 against and 1 abstention to sell the mirrors and the parquet flooring currently stored at the Chapel for no less than the valuation given.

1452.3. A request has been received and circulated to Councillors from Mr R. Horn to erect a fruit cage on allotment 9a Shouldham Lane. He has also asked for consideration be given to putting wire netting around this allotment; or to supply materials and allow the labour to be carried out by the allotment holder.

It was agreed to grant permission for Mr Horn to erect the fruit cage. It was agreed not to make any contribution towards the wire netting. There have been two previous applications requesting fencing that have also been turned down.

1452.4. A request has been received and circulated to Councillors from Mrs B. Lindhofer for a dog bin at Shouldham Lane.

It was agreed to grant permission for a dog bin at a cost of £150 to £175 plus installation. This would be subject to agreeing a suitable position for the bin with Mrs Lindhofer on site and agreement from Breckland Council to empty the bin as it would be in an area that they would not normally manage.

1452.5. A request has been received and circulated to Councillors from the Swaffham Branch of the Royal British Legion to consider paying for the Fakenham Band on Remembrance Sunday later this year.

It was unanimously agreed to support the Royal British Legion with a Section 137 grant of £150.00.

1452.6. Clearing up the Shambles in the interim period before land ownership issue is concluded. The Town Clerk and Town Mayor have discussed this issue with Ray Johnson the Council's liaison officer from Breckland on a number of occasions. It continues to be a problem, an eyesore for the town with so much rubbish constantly dumped in the area. Photographs taken just last week have been circulated to the Council prior to the meeting to highlight the problem. The Town Clerk has written to Rob Walker at Breckland with a view to obtaining some funding to carry out some improvements in this interim period, prior to resolving the ownership issue once and for all and has also met with Mike Onassis the Co-ordinator for Pride in Breckland. The meeting was encouraging and support for the Council's Business in Bloom Competition may also be possible.

It was agreed for the Town Clerk to proceed with the development and research for this project in collaboration with Breckland Council and the traders in the vicinity.

1453. GENERAL CORRESPONDENCE:

1453.1. A copy of e-mailed correspondence with Mr G. Harwood regarding access to allotments via Shoemakers Lane was circulated to Councillors. Mr Harwood has been using the access at Shoemakers Lane during the wet weather recently. He has complained as that there are pot holes and he has got stuck in his car. The Town Clerk suggested he use the entrance via Princes Street and park his car in the new car park.

1453.2. A letter of thanks has been received and circulated from Watton Town Council as they borrowed the Farmers Market stalls for their festive event.

1453.4. Information has been received and circulated to Councillors from the Norfolk Army Cadet Force. It gave details of the Norfolk Army Cadet Force which will be published in the newsletter.

1453.5. KLARS have provided an analysis of various users of their service which has been circulated to Councillors. This service is proving to be very useful with the average use which has now built up to between 10 to 15 people each week.

1453.6. A request was received and circulated to Councillors relating to a stall outside the Methodist Church on 14th March 2009 for Action for Children (the new name for the Charity NCH). Permission has been granted.

1453.7. A request was received and circulated to Councillors relating to a bric-a-brac stall outside the Methodist Church for 18th April 2009 for JMA (Junior Mission for All). Permission has been granted.

1453.8. A request was received and circulated to Councillors from Save the Children relating to a stall outside the Methodist Church on the 16th April, 13th June, 30th July and the 5th September as well also Thursdays 16th April and 30th July. Permission has been granted.

1453.9. Confirmation has been received and circulated to Councillors that the dates for the Civic visit to Swaffham in 2010 are satisfactory for Couhe (Friday 10th to Monday 13th September 2010). A response from Hemmoor is still awaited.

1453.10. Information has been received and circulated to Councillors relating to the Norfolk Young Offending Team. A standard letter has been received following damage to planters in the Town Centre. Mr Candlish has also contacted the Council regarding the individual responsible who has community service hours to work. The Town Clerk is in consultation with the Mayor and Deputy Mayor who have made suggestions for work to be carried out in the town as part of his intervention programme.

1453.11. Information has been received and circulated to Councillors relating to a stall at Swaffham Market for the RSPB on either 14th or 28th March 2009. Permission has been granted.

1453.12. A letter from Mrs S. A. Chapman been received and circulated to Councillors which highlights recent problems with the public toilets. The majority of the issues have already been dealt with. Councillors were reminded that there is a discussion in the private session relating to public toilets.

1453.13. A letter has been received today from RAF Marham inviting representatives of the Council to a meeting on 30th June, this will be circulated in next months meeting pack.

1453.14. Correspondence with Mr & Mrs Cator regarding rats and rabbits at abandoned allotments at Days Field, New Sporle Road has been received and circulated to Councillors. This correspondence highlights a national problem this year of the increase in the rat population, also rabbits. The Assistant Town Clerk has subsequently been in contact with Mr & Mrs Cator with regard to being on hand when the pest control contractor visits Days Field. This is done on the same day as visits to other allotment sites. The Town Clerk is also in the process of obtaining estimates for pest control on a 12 month contract basis for all allotment sites to be considered by the Open Spaces Committee at their next meeting. A similar contract is now in operation at Northwell Pool.

It was agreed that this is something that will need to be looked at in a future budget, this problem is at its worst this time of year.

1453.15. The consultation from the Department of Communities & Local Government re-Communities in Control: real People, real power: Code of recommended practice on local authority publicity was put before the Open Spaces Committee. They were unable to make a recommendation to this document. The Deputy Clerk will prepare a report to be circulated to the Council prior to the March meeting which will allow consideration of the issues. The deadline for responses is Thursday 12th March 2009.

1453.16. Correspondence with Mr D. Ward has been received and circulated to Councillors regarding boughs hanging over his garden from the Recreation Ground at Greenhoe Place. Mr Ward lists three letters claiming previous correspondence had not been answered. The Town Clerk replied stating there was no record of receipt of these letters, although various letters on trees at the Recreation Ground from Mr Ward from February 2005 through to February 2007 had been received and replied to. The Council rely on annual reports from David Machin their tree contractor. A visit to the Recreation Ground (and other sites in the town) has been arranged for 8am on Monday 16th February with David Machin; Mr. Ward has been invited to state his case on site.

It was agreed that no action is taken unless contractor states the trees are unsafe.

1453.17. A request has been received and circulated to Councillors from Breckland Christian Fellowship to use the Buttercross on Saturday 21st February 11am – 12noon.

It was unanimously agreed to grant permission to Breckland Christian Fellowship to use the Buttercross on Saturday 21st February 11am – 12 noon.

1453.18. Correspondence has been received and circulated to Councillors from Mr C. Waite who has raised some issues with the MP Christopher Fraser regarding the demise of a number of retailers and lack of suitable shops in Swaffham. The Town Clerk has replied to Christopher Fraser informing him of 'Iceland' taking over the Woolworth's premises and the work of the Town Group in respect of laying down a foundation to attract new businesses to the Town.

1453.19. Issues raised by Mr G. Twite has been received and circulated to Councillors in respect of rats on the Shouldham Lane allotments. A further letter has been received regarding the infestation of rats this time at the Shouldham Lane allotments. Mr. Twite acknowledges the prompt action taken by Assistant Town Clerk in getting the pest control contractor to the site, he also highlights the problem of having poultry on allotments, as this attracts rats. He suggests an ongoing programme of eradication is implemented. This will be under consideration by the Open Spaces Committee, but there is not a sufficient budget to do this at present.

1453.20. A request has been received and circulated to Councillors by Mr & Mrs Gore-Rowe to erect 7' x 12' shed on allotment at 35 Shouldham Lane.

It was agreed to approve the request to erect a 7' x 12' shed on 35 Shouldham Lane for Mr & Mrs Gore-Rowe.

1453.21. Details of a workshop has been received and circulated to Councillors from the Norfolk Association of Local Councils entitled 'The Green Summit – a Localist Green Agenda'. The event will take place on Wednesday 11th March at Eco-Tech in Swaffham or Sat 14th March at UEA Sportspark, Norwich. It is unfortunate that 'The Green Summit' event in Swaffham is on the same evening as the March full Council meeting. If any Councillors wish to attend can they inform the Town Clerk to enable a booking to be made on their behalf.

1453.22. Details has been received and circulated to Councillors from the Norfolk Association of Local Councils of a presentation for 'The GOLD summit – Our New Rural Economy' – at Fakenham Racecourse on Sat 7th March or Hethel Engineering Centre on Thurs 12th March. If any Councillors wish to attend to inform the Town Clerk to enable bookings to be made.

1453.23. A request has been received and circulated to Councillors to re-consider some of the policies outlined in the Compassionate Charter promoted by Animal Aid. The Council rejected a previous request to adopt the 'Compassionate Charter' promoted by

Animal Aid. This request asks the Council to look at individual elements of the Charter to see if these could be formally adopted as policy.

It was agreed not to adopt the Compassionate Charter including any of the individual elements promoted by Animal Aid.

1453.24. Notification has been received and circulated to Councillors relating to the attendance of Norfolk County Association of Local Councils presentation of Quality Council certificates (By Baroness Gillian Shephard) at County Hall on Monday 16th February 2009.

1454. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS:

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1454.1 Finance & General Purposes Committee	3 rd Dec 08	29 th April 09	
1454.2 Open Spaces & Amenities Committee	21 st Jan 09	1 st April 2009	A request has been received from SCALGA to place notice boards at the allotments It was agreed in principle to the idea of notice boards at the allotment sites providing SCALGA can find the necessary funding. The design and location to be agreed at a later date. The issue of insurance will be looked at, at a later date depending on cost.
1454.3 Planning	5 th Feb 09		The Local Development Framework – site specific policies and proposals – additional site consultation has just been received. The consultation period begins next Monday 16 th February to 30 th March 2009. It was agreed for the Planning Committee to meet to consider the new sites and arrange a similar drop-in consultation day for the public.
1454.4 Recreation Ground Committee**	21 st Jan 09	25 th Feb 09	
1454.5 Town Group	6 th Nov 08		A copy of a report from the officer level meeting on 22 nd Jan 2009 to discuss the Transport Group's suggested actions for the Town Plan has been circulated. The Town Clerk will arrange a site meeting with Jason Glasspoole in the next month or so to enable members of the Traffic Group to hear the reasons for or against their proposals.

<u>Page 855</u>			<p>Cllr Wickerson reported: -</p> <p>1) Young people & the Employee surveys are printed & available for Councillors.</p> <p>2) He attended a Rotary Club dinner where Dave Bek gave a presentation on the Town Plan which was well received.</p> <p>3) The new formed Cycling & Walking group has held its 1st meeting. A follow up meeting is planned for March.</p> <p>4) The Heritage Group is up & running with a least 1 additional member. Representations have been made to Breckland over the worsening condition of Plowright Place with Breckland agreeing to write directly to the owners.</p> <p>5) An officer level meeting was held with Jason Glasspoole. Councillors have received a copy of the meeting report.</p> <p>6) The Environment group report has been drafted with the Social/Community report to follow. The Economy group report is being reconsidered in the light of the present economic climate & the Transport group is currently being redrafted. All the reports are expected to be fully in place by the end of next month.</p>
1454.6 Personnel Committee	27 th Jan 09		A report will be given in the private session.
1454.7 Market Committee	26 th Jan 09	30 th Mar 09	
1454.8 Youth Council	12 th Jan 09	23 rd Feb 09	Congratulations go to one of our own Youth Council members, Amy Head who has been elected as a Breckland Youth Councillor.

1455. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1455.1. Icen Partnership (Cllrs Darby, Matthews & Lister)

No report given.

1455.2. Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

No report given.

1455.3. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor).

No report given.

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1455.4. Swaffham First School (Cllr Lister)

No report given.

1455.5. Safer Neighbourhood Area Partnership SNAP (Cllr Wickerson)

The three priorities that have been set until next SNAP meeting include shoplifting, anti-social behaviour in the Northwell Pool area and anti-social behaviour and anti-social vehicle behaviour in Theatre Street. The next meeting will take place on the 21st April. The Merryweather Road problem has been moved off priority list with the residents in agreement.

1455.6. Local Area Group LAG (Cllr Matthews)

Cllr Matthews is Chairman of this group which meets in Dereham every month.

1455.7. Swaffham Town Estate (Cllrs Butters and Darby)

No report given.

1455.8. Swaffham & District Tourism Association (Cllr Wickerson)

No report given.

1455.9. Crime Prevention Panel (Cllr Skinner)

No report given.

1455.10. Olive Tree Project

Nothing to report.

1455.11. Horticultural Society (Cllr Lister)

No report given.

1455.12. Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

SPA is holding a quiz night this Friday. Cllr Wade will ask them to circulate details in advance in future.

1455.13. Garden Science Trust (Cllr Darby)

No report given.

1455.14. Health Forum (Cllr Wade)

No report given.

1455.15. Breckland CCTV Group (Cllr Darby)

No meetings have taken place recently.

1455.16. Swaffham Community Transport (Cllr Gunner)

The Swaffham Flyer has become a much valued service for those in the town and surrounding villages. Up to the end of December 2008 the total number of passengers was 4419 with 3754 of these travelling on or using concessionary bus passes. The timetable has been modified to include the old Holme Hale Station. Swaffham Transport, as part of the West Norfolk Community Transport Project, currently run 2 community car schemes. The first is for Castle Acre and area and is funded by King's Lynn Borough Council. The charge is 40p per mile and of this the user pays 20p, the Council 10p and the rest is funded out of the reserve grant. At present 50 villagers make use of this service which exists because we have 2 drivers and can operate only for health related appointments. We are limited because of volunteer driver shortage. Our other scheme is for Swaffham and surrounding villages but is not grant-funded so users pay the full 40p per mile. But with a few more volunteers we can offer occasional social and shopping visits, but most use the service for health appointments and they like the help they get from our drivers. With a few more volunteers we could offer a fuller service. We find that with the

decreasing availability of hospital transport we offer help to those who have no cars and need to get to hospital without having to resort to heavy taxi costs. Volunteer drivers are all CRB checked and notify their own insurance company firms that they do such visits.

1455.17. Learning Partnership
No report given.

1455.18. Norfolk Association of Local Councils (Cllr Matthews)
Cllr Matthews attended the House of Lords recently on behalf of NALC to help the Broads Authority be a part of the consultees as they are now a National Park.

1456. BRECKLAND COUNCIL.

1456.1. A circular letter and planning obligations newsletter has been received and circulated to Councillors.

1456.2. Correspondence relating to the Breckland Land & Property has been received and circulated to Councillors. This relates to property currently owned by Breckland Council and consideration being given in the event of 'Unitary status' being confirmed by the Secretary of State. The announcement for Unitary has been delayed until July.

1456.3. A copy of permission for the Norfolk & Norwich Association for the Blind to use Market Place Car Park on 28th, 29th & 30th April 2009 has been received and circulated to Councillors.

1456.4. The next Breckland Town & Parish Council Forum is at Elizabeth House, Dereham on Thursday 19th March 2009. The Forum will commence at 6pm but attendees are invited to the Council's Conference Suite at 5pm when a buffet supper will be provide. Any Councillors wishing to attend to let the Town Clerk know by the end of the week as the final day to book is Monday 16th February.

1456.5. Notification has been received and circulated to Councillors of a review for a Premises Licence at: The White Hart Inn, 2 London Street, Swaffham. Any representations are to be made by 26th February 2009. The Council have an opportunity to comment on the forthcoming review for a Premises Licence at the White Hart Inn. Representations can be made in connection with this review on one of the following licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- Protection of children from harm

Cllr Sherwood left the meeting while this item was being discussed as he is Chairman of the Licensing Committee at Breckland.

Cllr Jennison reported that she has received a number of complaints from people about feeling intimidated by people outside the pub and that there are a lot of cigarette stubs. She pointed out that they should encourage their customers to use the courtyard area to the rear of the pub. Cllr Wickerson reported that he has received a complaint from a resident regarding the noise problem but it was his view that there should not be any representation made from the Council but that individual Councillors should write in to Breckland with the complaints they have received.

It was agreed that the Council should not make any representation to Breckland but individual Councillors should write in with details of the complaints they have received regarding the White Hart public house.

Cllr Sherwood returned to the meeting at this point.

1457. NORFOLK COUNTY COUNCIL.

1457.1. Confirmation of and order and notice of confirmation for restricted byway No. 9 to Princes Street has been received and circulated to Councillors. The modification order is for the restricted byway No.9 to Princes Street. Various consultations have taken place now the order shall take effect the date it is confirmed.

1457.2. A brief progress report of East of England Plan to 2031 has been received and circulated to Councillors. The plan reached County Council Cabinet in early January, the advice will need to be endorsed by all District & Borough Council's during January. The Project Plan indicates that EERA will consult on options by July 2009 and prepare the draft plan for submission to Government by the end of 2009. The Town Council will have an opportunity to comment on options next year.

1457.3. Details of street lighting for the development at Castle Acre Road by Abel Homes Ltd has been received and circulated to Councillors. The correspondence asks if the Town Council wishes to take responsibility of the street lighting.

It was agreed that the Town Council will not accept responsibility for the street lighting on the Castle Acre Road development and that it should be the County Council who accept responsibility.

1458. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1458.1 Monday 23rd February 2009 – Youth Council – 6.30pm at the Town Hall

1458.2 Wednesday 25th February 2009 – Recreation Ground Committee – 7.00pm at the Town Hall

1458.3 Wednesday 11th March 2009 – Full Council – 6.45pm at the Town Hall.

1458.4 Monday 16th March 2009 – Councillors Annual Training – 7pm at the Town Hall.

1459. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1459.1 Confidential report regarding the proposed sale of allotment land.

The issue of payment to Brown & Co was discussed.

It was unanimously agreed that there will be no payment until a satisfactory response is received breaking down the charge and justifying the fee in return for the actual work carried out.

The idea of a working party is put together to work with the Town Clerk in the collection of information and report to the Council.

It was unanimously agreed for a working party to work with the Town Clerk in the collection of information, the need for ad-hoc meetings as and when necessary. It was also agreed for the Town Clerk to seek expert advice when needed.

It was unanimously agreed for the paperwork for both the Shoulder of Mutton and Days Field are both prepared for sale. A decision will be made at the May meeting whether just one or both pieces of land are offered for sale.

It was unanimously agreed for a meeting with adjacent landowners is set up.

1459.2. Personnel Committee issues.

The Personnel Committee has been working with the Town Clerk on various personnel issues. They are as follows: -

- a) The Receptionist has given notice that she will be leaving at the end of March. The job has been advertised in the Lynn News.

- b) Contracts of employment have been looked at. The receptionist hours have been reduced and the job specification has been updated. The Town Clerk is going through various meetings with staff where changes are proposed to contracts of employment.
- c) Flexitime for the 3 clerks can include up to 10 hours each month working remotely from home on their laptops. This allows uninterrupted time for work such as writing reports and minutes etc. The time is managed without affecting the office reception or the welfare of other staff. This formalises what had begun to happen in recent years, particularly to overcome workload problems. This will now be written into their contracts as part of a normal working week.
- d) There are other contractual changes that may be made with other members of staff, as the Town Clerk reviews all staff contracts. The appraisal process has yet to be finished off for the year 2008/09; this is a priority in the next month ending with the appraisal of the Town Clerk.
- e) The Town Clerk is working on a staff handbook to collate all staffing policies together in one place. The plan is to launch this at a staff meeting in March.

It was agreed to accept all the recommendations from the Personnel Committee.

1459.3. The Council received a report regarding contractual matters for the Market and Public Toilets.

1459.4. Annual appointment of Deputy Mayor for the year starting May 2009.

It was agreed for this item to be placed on the next agenda for discussion.

Meeting Closed at 9.15p.m.

Chairman

Public Session Notes

TIC Grant – Issue of grant from Breckland of £2850 for the start up costs for the Tourist Information Centre. TIC an asset to the town and popular with tourists. It was requested that the Town Council press Breckland for payment.

Retail premises in Swaffham – Letter to Christopher Fraser MP with regards to lack of shops in the town. Correspondent requested to know:-

- 1) Which employers have been looking at the spaces?

This information cannot be given out as it is commercially sensitive.

- 2) What representations have been made to Breckland regarding the LDF.

Sites put forward for development, the consultation process will go on till March. The end result of the LDF is with Breckland Council as they are the planning authority. The Town Council held a consultation day which details of the LDF proposals as well as having the details on display in the reception of the Town Hall for a number of months.

Other shops betting offices - thought the council turned it down.

Choices has gone to appeal and the shop once occupied by Busy Bees is applying for change of use. There has to be a planning reason to turn these applications down.

Spinners Lane – query double yellow lines – this is under consideration by Norfolk County Council.

Status of the blocked paving crossing – Where the brick-weave is down it is a suggested Place to Cross and is safe but it is not a pedestrian right of way – only there because it is a more visible place to cross.