

**SWAFFHAM TOWN COUNCIL**

Minutes of a Town Council meeting held on Wednesday 15<sup>th</sup> December 2004 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr P. Buxton

Councillors: - Mrs C. Baker, Mr D. Butters, Mr D. Cannon, Mr P. Darby,  
Mr B. Emmerson, Mrs A. Greaves, Mrs S. Lister, Mrs F. Mann,  
Mrs S. Matthews, Mr I. Sherwood, Mr J. Stockdale.

Clerk:- Mr R. Bishop.  
Deputy Clerk:- Mrs M. Meyrick  
Norfolk Constabulary: - PC. A. Partridge

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**731. APOLOGIES & REASONS FOR ABSENCE.**

731.1. Cllr Wise

THE MEETING WAS ADJOURNED AT 6.46

THE MEETING WAS RESUMED AT 6.57 (see Appendix 1)

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

732.1. There were no declarations of interest.

**733. MAYORS REPORT**

733.1. The Mayor reported she had attended the following events in the past month: -

Attended the ceremony at the War Memorial at 11a.m. and the Remembrance Concert at the Parish Church November 11 <sup>th</sup> . The Deputy Mayor laid a wreath and attended the service on Remembrance Sunday.
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Wrote on the Council's behalf welcoming Group Captain Bagwell who has assumed command at RAF Marham.
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Opened the Age Concern Art Exhibition in the Methodist Church.
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Attended the SPA Wine and Cheese evening and drew the winning raffle tickets.
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Welcomed people to the Switch-On Sunday December 5 <sup>th</sup> and thanked those who had helped to organise it.
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Opened the proceedings at the Lions Pensioners Christmas Lunch.
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Attended the annual Christmas Dinner of the St Raphael Club.
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Attended the Hamond's Carol Service at the Parish Church.
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733.2. The Opening event for the Town Hall extension was discussed. The Mayor proposed that the cost would come out of the Mayor's allowance.

<b>It was unanimously agreed that an opening event for the Town Hall extension will take place on Friday February 18<sup>th</sup>, with an open day from 9am – 12noon on Saturday 19<sup>th</sup> February and that the cost will come out of the Mayor's allowance.</b>
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733.3. The date of the annual Mayors reception was discussed.

<b>It was unanimously agreed for the Mayors reception to take place on Friday 1<sup>st</sup> April at the George Hotel.</b>
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**734. POLICE REPORT.**

734.1. PC Partridge gave the crime figures for the past 5 weeks. There were a variety of crimes including burglary other, burglary from dwelling, theft from motor vehicle, theft of motor vehicle, criminal damage to motor vehicle, common assault, ABH, public order offence, criminal damage other, criminal damage to building, threat to kill, theft from person, shoplifting, harassment, shoplifting, non licensing of vehicle, rape.

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734.2. It was reported that two people have been arrested recently for burglary who have also admitted 20 other offences.

734.3. There is still work going on with the district council on Dispersal Orders. A contract has been signed with a juvenile for unacceptable behaviour with his parent.

### **735. MINUTES:**

735.1. The minutes for the Finance meeting Wednesday 29<sup>th</sup> September 2004 were agreed and signed as a true record by the Mayor.

735.2. The minutes of the Full Council meeting 10<sup>th</sup> November 2004 – amendments - page 319 item 720.3. first line should read – feasibility study for a swimming pool site, and page 321 item 734.5 - the second c) should be an e), subject to these amendments the minutes were agreed and signed as a true record by the Mayor.

735.3. The minutes from the extraordinary meeting 25<sup>th</sup> November 2004 are not yet available. The confidential report is completed, it is the minutes that will be available to the public that are not in draft form yet.

### **736. TOWN CLERK REPORT**

736.1. The Town Clerk met with Peter Cudby from Norfolk County Council last Thursday to discuss the proposed options for the revised design of the shelters incorporating the comments from the Council. There is a land ownership issue to resolve, but in general the position of the bus shelter close to the TIC has been agreed as immediately adjacent to the current temporary shelter, with the Town Council taking on responsibility. A map will be sent from Peter Cudby on the final positioning. The owner of the adjacent business premises will be consulted as he has made representations to Norfolk County Council. There followed a discussion.

**It was unanimously agreed for the shelter to be placed adjacent to the current temporary shelter and that the seat inside the temporary bus shelter is placed outside of the tourist information centre for it to be used as an overflow area.**

736.2. There are currently two areas where the Town Council can play a part in the proposed Food and Drink Festival, 1) is a Farmers Market and 2) is looking at Allotment holders. The Clerk will be meeting with officers from Breckland Council in early February to explore both these areas. A full report will be given the Council following that meeting with a recommendation one way or the other in respect of the Food & Drink Festival.

736.3. An invitation was been given to Councillors to have a pre Christmas drink with the Mayor and the Town Council staff on Wednesday 22<sup>nd</sup> December between 12noon and 1pm in the Town Hall Reception.

### **737. JUSTICES LICENCE**

Diane Jean Tighe – 23 Market Place Swaffham Florist Transfer of Licence	Graeme Clegg and Janet Marice Prager – Co-op Store – Transfer of Licence
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**738. PLANNING**

738.1. Planning Decisions from Breckland Council: -

3PL/2004/1756/D – Approval of Reserved Matters New single storey dwelling and garage. Land adjoining 8 Barton Close – Horton Farms Ltd.	3PL/2004/1572/A – Refusal of Consent to Display Advertisements. Externally illuminated shop sign – Halifax plc, 83 Market Place.
3PL/2004/1629/F – Planning permission granted for bedroom and conservatory extension – Mr & Mrs Grant, 48 Southlands.	3PL/2004/1637/O – Outline planning permission granted – Mr & Mrs Clarke, Charnmak House, Tumbler Hill.
3PL/2004/1563/LB – Listed building consent granted for the repairs to roof including replacement of existing tiles repairing parapets, chimney and replacing rainwater goods – Mr T. Williamson, 26-32 Market Place	3PL/2004/1588/F – Planning permission granted for the erection of a conservatory – T. Sturgeon, 51 Longfields.

738.2. Planning Applications: -

3PL/2004/1928/CU – Part change of use to surgery – Robert Beech, 3 Pit Lane. <b>NO OBJECTION</b>	3PL/2004/1955/O – Erection of bungalow – Mr D.S. Hoddy, 10 Watton Road - <b>Objection on highway grounds 7 for and 3 against 1 abstention</b>
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738.3. A circular with reference to the planning consultation has been received and circulated to Councillors.

**739. FINANCE:**

739.1. Accounts for Payment for December 2004. (See Appendix 3)

The list of Accounts was circulated to Councillors. Cllr proposed Emmerson and Cllr Greaves seconded to agree the accounts for payment.

**It was unanimously agreed to accept the accounts as listed.**

739.2. The Finance Committee have recommended that the Precept for 2005/06 be £137,500. This is an increase of £7,500 on last year. The Council Tax Base had been confirmed by Breckland Council as 2390.84, an increase of 43.24. This would mean an increase of £2.14 per year (just slightly over 4p per week) at Band D to £57.51 a 3.85% increase on last year.

The Clerk reiterated his concerns about two things, particularly in the light of the continued efforts in paving the way for Swaffham to become a Quality Council. This is hoped to be achieved early in 2005/06:-

- i) The match funding budget is at a low level of £14,000, the purpose of this budget is to allow Swaffham to participate and benefit from future Projects as and when these opportunities presents themselves during the next year.
- ii) The General Reserves are particularly low at £52,000 given the commitments that the Council are already engaged in. This important issue will have to be addressed at some point.

There followed a lengthy discussion. Cllr Greaves proposed and Cllr Emmerson seconded the precept to be a minimum of £139,000 – *it was stated that this would be less than 8p per week for band D – this would allow the council a little bit more flexibility.*

**The vote was lost with 3 votes for and 8 votes against for the precept to be £139,000.**

Cllr Sherwood proposed and Cllr Darby seconded for the precept to be £137,500 – *It was stated that the Town Council provides a lot more services than other towns and not everyone is in a fortunate position to be able to afford the extra council tax.*

**It was agreed with 8 votes for and 3 votes against that the precept for 2005/06 will be £137,500.**

739.3. The decision on the restoration of the Library table was deferred to next meeting.

739.4. The Museum Project is making progress slowly but surely. The latest claim for reimbursement of monies paid out on behalf of the Museum will be done prior to Christmas.

#### **740. JUBILEE HERITAGE PLAN.**

740.1. The minutes from various Icení meetings have been circulated to Councillors. A meeting took place yesterday afternoon with the Town Centre Regeneration Group whereby a number of issues were discussed with Mott Macdonald. There will be a press release early in the new year and further details will be given to the Council at their January meeting. Whilst work will be in progress the Town Council will have access to the contract Manager and there will be weekly meetings to attend. This will be particularly important in respect of managing the Market through the works programme. The Town Council are pursuing the stopping up order that is necessary for the disabled ramp.

740.2. In respect of the Town Hall extension it was reported that the builders Veltshaws are doing an excellent job in getting things moving on site, things are really taking shape now and the finish date is confirmed as 14<sup>th</sup> January with official hand over on Monday 17<sup>th</sup> January. Preparations are being made for the move and have been doing so for the past month or so.

#### **741. GENERAL CORRESPONDENCE**

741.1. A letter has been received from Mr Russell of the Bulgarian State Circus requesting the use of a site for a circus from Wednesday 21<sup>st</sup> September to Sunday 25<sup>th</sup> September. There followed a discussion.

**It was agreed for the Clerk to reply to Mr Russell and request the possibility of the circus attending Swaffham the following week as the dates in question would clash with Swaffham Arts Week.**

741.2. A letter has been received from Mr Paul Southerton of the Swaffham and District Lions Club informing the Council that the 2005 Swaffham Carnival will finish at the Rugby Club instead of the Recreation Ground. There followed a discussion whereby there was concern shown with regards to the amount of road traffic to the rugby club. Cllr Stockdale proposed and Cllr Emmerson seconded with 1 objection to write a letter to the carnival committee.

**It was agreed with 1 vote against to write a letter to the carnival committee stating the Council's disappointment that the 2005 Carnival will finish at the Rugby Club and not the Recreation Ground as in previous years.**

741.3. The Swaffham Lions have also requested the use of the Campinglands for a pet show on 10<sup>th</sup> July 2005. Cllr Sherwood proposed and Cllr Stockdale seconded to give the Lions permission to use the Campinglands.

**It was agreed with 1 against and 1 abstention to give permission to the Swaffham Lions to use the Campingland on the 10<sup>th</sup> July 2005 for a pet show as part of the annual Carnival celebrations.**

741.4. The Swaffham Lions have requested the use of the Market Square and Theatre Street car parks for the Carnival procession. These car parks are not owned by the Town Council. The Lions would need to seek permission from Breckland Council the owners of the car parks.

**It was agreed for the Clerk to inform Swaffham Lions that Market Square and Theatre Street car parks are owned by Breckland Council and they would need to seek permission from them.**

741.3. A letter has been received and circulated to Councillors from LCC UK who has been instructed by Hutchison3G UK Ltd to find a suitable site for a telecommunications installation in the Swaffham area. Cllr Sherwood has been running a campaign for some time since an outline permission from 3G to place a mast on the Police Station. Research is still unconfirmed with regards to the effect that telecommunications masts have. Cllr Sherwood's concern is where they are placed, they should be as far away possible from any kind of built

up area, the companies must explore these issues. Cllr Greaves would like to know a lot more information.

Cllr Sherwood proposed that Swaffham Town Council does not make land available for a telephone mast when in the current climate safety information is unknown regarding telecommunications mast.

**It was agreed with 10 votes for and with 1 abstention not to allow any telecommunications installation on any Town Council owned land.**

741.4. A letter has been received and circulated to Councillors from the Environment Agency with reference to their Flood Awareness Campaign.

741.5. A letter has been received and circulated to Councillors from the Standards Board for England with reference to guidance for the Code of Conduct (Local Determination) Regulations 2004.

741.6. Minutes of the Norfolk Rural Transport Partnership has been received and circulated to Councillors.

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

742.1. Health forum - Gillian Tame of Peace of Mind which was previously Realise My Potential gave a talk about her ideas for the future. Don Saunders of Well Family is organising cycling proficiency in the schools and is seeking funding for a trailer to take round to the villages.

742.2. Access Group – Welcome to Shopmobility coming to Swaffham. It will be in 21 Plowright Place and will hold wheelchairs and scooters for people to use around Town. People will be brought in from the villages to shop or to visit doctors or friends. The scheme has been Lottery funded and will start in January. Booking will be available. Cllr Buxton proposed and Cllr Mann seconded to put £200 towards this but the Clerk advised that as this decision involves finances and is not on the agenda it must be ratified at the next meeting.

**It was agreed with 7 votes for and 4 abstentions to grant £200 to Shopmobility but this decision must be ratified at the next Full Council meeting.**

742.3. Transport – The West Norfolk and Breckland Rural Transport Partnership has appointed a new officer, Adam Bradley, who is based in Turbine Way at the EcoTech site in Swaffham.

742.4. A copy of the new Swaffham Tourist leaflet has been circulated to Councillors.

742.5. Olive Tree Project – There are 14 children in the refuge over Christmas ages range from 9months to eleven. There is a plea for any unwanted toys that children may be sorting out prior to Christmas.

742.6. Business Rates meeting at Breckland District Council – very pleased to hear how Swaffham stood out with regards to low levels of vandalism and graffiti, we came out glowing.

#### **743. REPORT BY BRECKLAND DISTRICT COUNCIL REPRESENTATIVE**

743.1. A circular letter has been received and circulated to Councillors with regards to the Breckland Voice magazine.

743.2. A circular letter has been received and circulated to Councillors with regards to the Councils compliments and complaints leaflet.

743.3. The confirmation of the road serving the new Primary Care Centre as “JACK BODDY WAY” has been received.

743.4. Breckland Council is in the process of revisiting the Best Value for Public

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Conveniences in order for Breckland to consider all options. The Clerk has requested more details of cost implications and any options that Breckland wish to put. There followed a brief discussion.

**It was agreed for the clerk to meet with Breckland for further discussion and information gathering.**

743.5. The Local Development Framework is now being looked at and will go out to consultation very shortly.

743.6. The street cleaning contract will be coming up for renewal in April.

### **744. NORFOLK COUNTY COUNCIL.**

744.1. Notification has been received on the 30m.p.h. speed limit for Brandon Road. The speed limit has to put in first before the proposed Toucan Crossing can be put in place. It is hoped that this will be done in the first quarter of the next financial year.

744.2. A leaflet on the Norfolk gritting routes has been received and circulated to Councillors.

744.3. Information about work to take place on a footway reconstruction on Princes Street has been received.

744.4. The Watton Road footway widening is to be placed on the January meeting. The zebra crossing is hoped to be done at the same time as the toucan crossing on Brandon Rd.

744.5. Information is available in the Town Hall on the public consultation with regards to the Northern distributor route.

744.6. A representative was sent to see the lady that complained last month about the re-tarmac road on Queen Street.

744.7. It was noted that the Castle Acre Road junction is marvellous but the junction from the King's Lynn direction needs to be done as well. It was requested that Cllr Matthews take this one forward to Norfolk County Council.

### **745. DATES of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS: -**

745.1. Wed 19<sup>th</sup> January 2005 at 6.45p.m. Full Council at the Town Hall.

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

746.1. It was reported that the Town Clerk and Deputy Town Clerk met with solicitor Arthur Stokes yesterday morning, this has moved matters on not only for the Town Hall project but for the Garden Science Trust Lease, the two leases required with Icen Partnership for the Community Centre and Assembly Rooms and a request for access to our property deeds. However in respect of the Town Hall the advice is as follows:-

**STRUCTURAL ENGINEER** The solicitor fully supports the Councils current position and the action taken as a result of meetings with the structural engineer and the architect.

**ARCHITECT** At the preliminary stage of the Museum project the solicitor suggests that a letter of intent setting out the terms and conditions of engagement clearly would protect the Council/Museum as the client. Then, if agreed by the architect this can be firmed up with an exchange of letters to form the contract. The solicitor would oversee the draft prepared by the Town Council. As the building is in the ownership of the Town Council and they are bank rolling the project it is better served if the Council themselves have the contract with the architect. They can delegate the negotiation of the Museum's requirements to the Directors who can then have direct access and contact with the architect through the Town Clerk as Project Manager. This is a better way of protecting both the interests of the Town Council and the Museum. Within the detail of the letter to the architect it would clearly state that the budget would include all costs for the architect and other professional fees.

There followed a discussion and Cllr Darby proposed and Cllr Emmerson seconded to support the Town Clerk on this matter, to accept and act upon the legal advice received..

**It was unanimously agreed to support the Town Clerk on this matter, to accept and act upon the legal advice received.**

It was agreed to suspend standing orders in order for the museum directors to be advised in line with the legal advice received, this was contrary to previous action agreed by the Council.

**It was agreed to revoke a previous decision in respect of advising the Museum Directors, to adjust and give the appropriate updated advice accordingly.**

Meeting closed at 8.45p.m.

Chairman \_\_\_\_\_

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**Appendix**

Mr Phimister who lives at the Paddocks, Swaffham – For the first time in 40 years of living in Swaffham my wife has been in the house terrified. There have been wheelie bins set on fire, the paper bank was set on fire, our front wall was kicked over, my wife was in absolute terror. It is not good enough for the people of the town. People are frightened to leave their homes with under-age drinking, under-age sex and drugs going on in the Recreation Field. PC Partridge cannot be everywhere. Is the provision for the police being taken out of our council tax? If extra police can be at Watton and Dereham, what about Swaffham? The service wagon that pick up the wheelie bins have created trenches about 18 inches deep by parking on an area that has no parking signs signed by the Secretary of State 1972 – lets have something done about this – this town is filthy and the vandalism is terrible.

Cllr Sherwood followed it up last year but was not aware of the recent incidence the with the Cleansing department, he will take care of that.

PC Partridge – Will visit Mr Phimister personally. On the 5<sup>th</sup> November when the wall was knocked down we have a crime number. I can say that the damage by fire is not yet detected. The damage to walls are now detected which has resulted in 2 people being arrested and are on bail, they admitted the vast majority of damage in that area. The offenders are not two people who use the skateboard park, we have not many complaints about the skateboard park we did initially.

Tony Dickens – Plea to the Council about the budget proposal on tonight’s agenda, I attended the finance meeting last week and at the end of the long debate I was a bit dismayed the number of councillors who spoke against building up the reserves and the match funding budget. The lack of reserves in the past has been one of the reasons why Council owned buildings have deteriorated. Match funding has allowed millions of pounds to come to Swaffham, what surprised me in the debate was the decision to keep the council tax down, all the resultant reduction has resulted in less than 2p a week per household. I believe the lack of sufficient funds will cost the town in the future. I understand the number of tax payers in Swaffham has gone up this year, I respectfully ask the Council to reconsider this decision.