

SWAFFHAM TOWN COUNCIL

Minutes of the Annual Town Council meeting held on Wednesday 12th May 2004 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr I. Sherwood (In the chair till item 635.1.)
Cllr P. Buxton (In the chair from item 635.1.)

Councillors:- Mr D. Butters, Mr B. Emmerson,
Mrs P. Buxton, Mr P. Darby, Mrs A. Greaves,
Mrs S. Lister, Mrs S. Matthews,
Mr J. Stockdale, Mr L. Wise, Mr D. Cannon

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

Public:- 14

631. APOLOGIES & REASONS FOR ABSENCE.

631.1. Cllr F. Mann - on holiday.
631.2. Cllr C. Baker

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

632.1. Cllr Lister declared an interest on item 639.2., planning application 3PL/2004/0668/O.
632.2. Cllr Cannon declared an interest on item 639.2., application 3PL/2004/0602/F - it is a personal application and application 3PL/2004/0601/F - neighbour of applicant.
632.3. Cllr Darby declared an interest on item 639.2., application 3PL/2004/0607/F – the applicant is neighbour of brother.

633. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 & LOCAL GOVERNMENT ACT 1972 SECTION 100.

633.1. Architect Gerry Burns gave a detailed report to the Town Council. He stated that the preferred contractor was working extremely hard to meet the Council's budget requirements whilst at the same time meeting the amended brief. It was reported that there should be no conflict now with the party walls. In discussion with Planning Officer Nick Moys he suggested that there should be no problems with planning permission. The total build time is now 22 weeks, less than the 28 weeks originally agreed.

The Town Clerk stated that the recent discussion between himself, the Deputy Town Clerk and the Architect Gerry Burns had been very productive and he was pleased to recommend the amended plan and suggested that if two weeks is required to sort out the finer detail of the contract, then the Council should be able to delegate the authority to the Town Clerk to sign the contract with the contractor providing it is in budget and meets the amended brief. It was proposed by Cllr Emmerson and seconded by Cllr Butters to accept the Town Clerks recommendations.

It was agreed by 10 votes to 0 with 1 abstention to delegate authority to the Town Clerk to sign a contract with the nominated contractor providing it is in budget and meets the amended brief.

The meeting commenced at 7.15p.m.

THE MEETING WAS ADJOURNED AT 7.16p.m.

634. MAYORS REPORT

634.1.

Thursday 15 th April	Swaffham Players Music Hall at Hamonds High School.
Tuesday 20 th April	Swaffham Pensioners Meeting in Assembly Rooms – To hear their concerns in relation to crime.
Tuesday 20 th April	Commander Reception at RAF Marham.
Thursday 22 nd April	Swaffham Hospital League of Friends Cheese & Wine at the George Hotel.
Friday 23 rd April	Lions 20 th Anniversary Dinner at the George Hotel.
Sunday 25 th April	South West Norfolk Scouts Parade through the Town to mark St. Georges Day (23 rd April) followed by Service at Church.
Wednesday 28 th April	Annual Town Assembly.
Friday 30 th April	Mayors Reception at the George Hotel
Tuesday 4 th May	Meeting with Hamonds High School Head Teacher and Norfolk County Council
Thursday 6 th May	Norfolk County Council Chairman's Reception at Gressenhall Museum.
Friday 7 th May	Mayoress' Charity Ball at the George Hotel.
Sunday 9 th May	Swaffham Museum Fun Day at Haspals Road Recreation Ground.
Tuesday 11 th May	Meeting with Norfolk Police to discuss Swaffham matters.

634.2. The Mayor thanked the enormous support received from Councillors with regards to the Mayoress' Charity Ball. The final amount raised is in the region of £3000, which will be divided between the EDP Breast Cancer Appeal, the First Response team and the Michelle Sherwood Appeal.

634.3. The Mayor welcomed the head teacher from Hamonds High School Mrs Yve Srodzinski who gave a report to Councillors.

Councillors should be aware of the future of Hamonds High School with regards to the PFI bid. The vision for the school is life long learning. Hamond's is going through a process of considerable change, the school has a reputation of innovation and change. It's a pathfinder project to improve the way 14 to 19 year olds gain good employment. This area of Norfolk does not compare regionally and nationally for staying on rates. A bid has been made to the department of education for a quarter of million pounds with 4 other schools. Hamond's could be much more of a centre of learning, for many hours the building sits vacant which is an enormous resource. It is hoped the school will become a full service extended school, used as a hub for services and encourage much more citizenship. The school has an active school council and hoping they will approach the town council for a youth council. This project is the flagship project within the PFI for Norfolk. The Sixth form will be moved to Hamonds. Over 18 months the building will be brought up to an excellent standard, transform the learning environment.

Sport, leisure, education and adult education could be brought together on a secure site. The Hamonds site already has the education and the leisure element, the possibility of a swimming pool would be considered and there could be a possibility of a revamped leisure centre but a consultation will be conducted. Jarvis have a live interest in our town, the leisure centre and our school. Oxborough hall will be hosting our bid for the performing arts. The LEA are with us, Ralph

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Masterson is a keen supporter, we will need to resurrect meetings with the Chief Executive at Breckland and meet with all partners to look at the vision for the Hamonds site.

Mrs Srodzinski answered a number of questions from Councillors: -

- a) There is going to be an extension for the Sixth Form.
- b) The school is currently siting a stage that could be used for other groups as well as the school.
- c) The Trust is considering what is going to happen to the existing Sixth Form block.
- d) An extended school would mean that the school would not have principle use for the leisure amenity.
- e) Behaviour of students of all ages is worked on. Hamonds has a good arrangement with all the cluster schools and are affiliated to the King Edward 7th high school in King's Lynn. There is a sports coordinator that works with all the cluster schools for junior sports leadership.
- f) Hamonds has a pathfinder project with 3 other schools but Litcham is not part of the group.

Cllr Sherwood proposed the Council start with the ongoing work with this project and to try and facilitate a meeting with all the voluntary groups and arts groups. Cllr Sherwood has spoken to Breckland Council and the Chief Executive who will be meeting with Mrs Srodzinski as well as Norfolk County Council. Cllr Emmerson seconded this proposal.

It was agreed that a meeting is arranged with all the voluntary groups, arts groups, Breckland Council and the County Council to discuss this project further.

635. ANNUAL APPOINTMENTS.

635.1. Mayor for 2004/2005.

As per Standing Orders the Deputy Mayor's name goes forward for Mayor. There were no other nominations received.

It was unanimously agreed for Cllr Buxton to be Mayor for 2004/2005.

Cllr Buxton took the chair and stated that it is a great honour to take on this post following Cllr Sherwood. Cllr Buxton paid tribute all the hard work Cllr Sherwood had put into being Mayor and also the way he and his wife Mrs Julie Sherwood has represented Swaffham and Swaffham Town Council.

635.2. Deputy Mayor for 2004/2005.

Cllr Sherwood proposed and Cllr Matthews seconded Cllr Stockdale. Cllr Stockdale has served on the Council for a number of years, he is keen councillor and has shown commitment. There were no other nominations received.

It was agreed with 1 abstention for Cllr Stockdale to be Deputy Mayor for 2004/2005.

Cllr Butters stated that he is pleased to see a local boy become Deputy Mayor.

635.3. Town Council Committees and Representatives of Outside Bodies for 2004/2005.

Cllr Sherwood proposed and Cllr Emmerson seconded for the appointment of committees and outside bodies is postponed for one month. This will allow the Clerk to look at all the committees and their structures, to bring further information to the next meeting.

It was unanimously agreed to postpone the appointment of committees and outside bodies for one month with the exception of the Museum Trustees and for the Clerk to bring information regarding committee structures to the next meeting.

635.4. Appointment of Museum Trustees.

Cllr Lister proposed and Cllr Matthews seconded for Cllr Butters, Cllr Darby and Cllr Emmerson to be appointed for the next 4 years.

It was unanimously agreed for Cllr Butters, Cllr Darby and Cllr Emmerson are appointed as Museum Trustees for the years 2004 – 2008.

636. POLICE REPORT.

636.1. PC Partridge stated that the crime figures for the month were 33. There were a variety of crimes including Assault, Burglary, Burglary from dwelling, Shoplifting, Theft of Motor Vehicle, Possession of Drugs, Assault on Police Officer, Common Assault, Criminal Damage, and Criminal Damage of Dwelling. Vehicle crime has gone down at the moment.

636.2. PC Partridge apologised for missing the Town Assembly, he had a prior Engagement.

636.3. Tuesday 11th May was filled with meetings with regards by the skateboard Park. There was an initial meeting at the police station and then at the Town Hall with the Town Council, which resulted in a possible formulated plan for a way to go in the future. There followed a meeting in the afternoon with the Icen Partnership and the Town Clerk.

636.4. The Town Clerk gave a report regarding the Skateboard Park. There has been subject of a number of complaints at the Annual Town Assembly and directly to both the Icen Partnership and the Town Council. The Clerk reiterated some of the words of Jane Atkins who summarized the situation at the Town Assembly. This project is for the young people of the town, the same young people that impressed the Town Council two years ago with the professionalism and enthusiasm of their presentation not only to a monthly council meeting but then later to the general public at a Town Assembly. These youngsters have been working with the Icen Partnership Focus Group and have done nothing other than work hard to achieve their aim of providing a Skateboard Park for the Town. The Town Council agreed the support for this project and the site location unanimously. Icen Partnership then took the project on to find the necessary funding to make the £70,000 project a reality. The novelty value of a new facility, a new area to congregate, on site problems during construction, some opposition to the Skateboard Park, all culminating with anti-social problems in the town including at the Recreation Ground in Haspalls Road.

There was a ROSPA safety inspection on 1st May and as a result will require further works being carried out before the Town Council assume full responsibility of the day to day management of the Skateboard Park. The Clerk has met recently with the Icen Project Manager, the contractor and representative from the structural engineers. There is still some site reinstatement to carry out around the area. The cost for this inspection is a one off but there will be an annual fee for annual inspections.

The contractor has installed two litterbins and the Town Council have arranged for Breckland Council to empty the bins on a daily basis during the week. The Town Council employees will at the time of their daily site inspector monitor the litter situation and work in partnership with Breckland. However, the daily collection does not cover the weekend period.

The Clerk attended a meeting yesterday with the SK8 Mob at the Leisure Centre with Bernie Rappensberger from the Icen Partnership, PC Andy Partridge and the Community Support Officer Sarah. The kind of concerns that the SK8 Mob has is very similar to those that were raised at the Town Assembly. The SK8 Mob are prepared to take some responsibility to help manage the Skateboard Park, they will help the Town Council by reporting damaged equipment, accidents as they happen and misuse of the Skateboard Park or the Recreation Ground. Similarly they have direct contact with the police. The group has been invited to the Town Hall for their next meeting in June, it is important to build up confidence and trust to manage this new facility successfully.

The Mayor, the immediate Past Mayor, the Town Clerk and the Deputy Town Clerk met with Inspector Edwards, PC Andy Partridge and Community Support Officer Sarah on Tuesday morning. The discussion was to outline some of the general problems in the town and then focused on the Skateboard Park and Haspalls Road. The Police are very supportive of the work being done with the young people and stated that there was only five reported incidents in the past year at the Recreation Ground. It was generally agreed that it would be partnership working and a number of different measures that collectively would manage the new facility and the problems associated with it. Improved lighting and CCTV coming top of any list, the Clerk recommended to the Council that they look at providing adequate lighting and a substantial contribution towards a provision of CCTV to link in with either the County Council system or the Breckland Council system. The Clerk recommended that the Council agree in principle to these ideas and to use suitable reserves in order to address the urgency. The police and the SK8 Mob support this recommendation. Cllr Greaves proposed and Cllr Emmerson seconded for the Council to agree in principle to providing lighting and CCTV.

It was unanimously agreed in principle to provide lighting and CCTV for the Recreation Field at Haspalls Road.

636.5. Cllr Sherwood was pleased with the meeting with the police. In the first 5 months of this year there have only been 5 reported incidents reported to the police but we have had a number complaints in the Town Hall and at the Town Assembly. Cllr Sherwood encouraged the public to report incidents to the police but the Town Hall will be devising a form in conjunction with the Police for people to record incidents at the Town Hall but the public would need to leave their names and addresses.

636.6. Cllr Greaves reported that at the last pensioners coffee morning there were several distressed people on the NorthWell Pool Road, they expected a visit but all they got was a crime number. PC Partridge stated that at the last meeting we did declare areas that needed more vigilant policing which included that particular area. We did conduct a public meeting of around 25 – 30 people, their ideas were fully taken on board. They wanted to start a home watch system, which has now been done. The recording of crime initially is an administrative job unless offenders are still on the scene. If the victim states they want to see a police officer then they will see one. I will report this point to the administration department.

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636.7. PC Partridge was asked whose responsibility was it to remove abandoned cars? If it is down to car tax then the Police remove them but abandoned cars is the responsibility of the district council.

636.8. PC Partridge was asked who deals with truancy? The lead agency is the Police Service but the Education Welfare Officer is responsible for truancy.

637. MINUTES:

633.1. The minutes for the Full Council of Wednesday 14^h April 2004 – Amendments - page 266 attendance list, Mr S. Butcher should be Mr S. Barker, Page 267 item 617.2. second line should also be Barker, Page 268 item 617.2. line 18 should be Barker not Butcher and Page 268 item 620.2 second line, alternative proposal should be additional proposal. Subject to these amendments the minutes were agreed and signed as a true record by the Mayor.

633.2. The minutes for the Finance & G.P. Committee of Wednesday 10th December 2003 were agreed and signed as a true record by the Mayor.

638. TOWN CLERK REPORT:-

638.1. The funding has taken a while to be resolved on one shelter but it has resulted in funding for three Shelters. At the June meeting the Town Council will be presented with a plan by Norfolk County Council for replacing the temporary shelter close to the TIC, to replace the open shelter on the other side of the road and to provide a new shelter at Safeway. This will be for implementation during the summer.

638.2. The Councillor Training Event last Wednesday was attended by nine Councillors, the Town Clerk, the Deputy Town Clerk and the Clerical Assistant and is regarded as a success. These annual training events allows the Council to take stock of what changes have taken place during the past year, start to prepare the ground for future changes and take that opportunity out of the normal meeting format to discuss important issues like planning, quality council status, the role of the mayor, the work of the Town Clerk & the Deputy and press relations in conjunction with standing orders. Planning is an area where future changes to the system will result in another training event at some stage when the experts have come to terms with all the current changes.

639. PLANNING

639.1. Planning Decisions from Breckland Council:-

3PL/2004/0102/D Approval of Reserved Matters granted. Land at Tower Meadows Ind. Estate. Mr. D.J. Maclean.	3PL/2004/0347/F Planning permission granted for replacement utility room to rear of building. Mr & Mrs T. Garrod.
3PL/2004/0352/LB Listed Building consent granted. Replacement of existing non illuminated sign with new non-illuminated sign. Job Centre Plus, 7 Market Place – Dept. for Works & Pensions.	3PL/2004/0429/F Planning permission granted for erection of 2 storey extension and porch. 27 Coronation Grove. Mr D.R. Longmire.
3PL/2004/0425/F Planning permission granted for kitchen extension. 66 The Oaklands. Mr P. Watson.	3PL/2004/0350/F Planning Permission granted for a two-storey rear extension. 43 Sandringham Way. Mr P. Norris.
3PL/2004/0122/D Approval of Reserved Matters granted. Erection of 1 and a half storey dwelling and garage. Land adjacent to the Conifers, Tumbler Hill. Mrs A.E. Bulling.	3PL/2004/0127/CU Refusal of Planning Permission for change of use from Class A1 (retail) to A2 (estate agents). 15 Market Place. Client of Ward Gethin.
3PL/2004/0226/F Planning permission granted for erection of garage. Terbar, Tumbler Hill. Mr & Mrs A. Bowles.	3PL/2004/0318/F Planning permission granted for provision of disabled bathroom extension. 48 Longfields. Mr & Mrs L.J. Sweeney.
3PL/2004/0386/F Planning permission granted for new bathroom. 31 Mount Close. Mr D. Benifer & Mrs A. Ring.	

639.2. Planning Applications:- dc left the room

3PL/2004/0575/F Erection of dwelling (renewal). White Lodge, Churchyard. Mr A. Barton-Jones. NO OBJECTION ON LAST AGENDA.	3PL/2004/0601/F Retrospective planning permission for workshop/store building. Tower Meadows Industrial Estate, Station Road. Mr D. Maclean. NO OBJECTION – time stipulation in agreement of other ones there.
3PL/2004/0602/F Conversion of garage block to Granny flat. Hawthorns, New Sporle Road. Mr & Mrs D. Cannon. NO OBJECTION	3PL/2004/0608/LB and 3PL/2004/0607/F Demolition of outbuilding and gateway, build garden wall and convert garage to kitchen. 8-10 Station Street. Roger & Barbara Clarke. NO OBJECTION
3PL/2004/0661/O – Erection of a two story dwelling – Ivy House, Tumbler Hill – Mr & Mrs M. Jennison – NO OBJECTION	3PL/2004/0668/O – Erection of single storey dwelling – Land adjacent to 1 Spinners Lane – Exors of W.H. Payne – NO OBJECTION
3PL/2004/0688/0 – Demolition of existing 3 storey dwelling and erection of 2 no. 2 dwellings – 86 London Street – A SITE MEETING WAS REQUESTED BEFORE ANY RECOMMENDATIONS ARE MADE	

641. FINANCE:

641.1. Accounts for Payment for May 2004. (See Appendix 2)

Item numbers 27 and 30 are net figures and will be refunded to the Council.

The list of Accounts was circulated to Councillors.

It was unanimously agreed to accept the accounts as listed.

641.2. Garden Science Trust/Allotment Land.

Councillors have received copies of the correspondence from the Garden Science Trust outlining their project proposal. The Council are awaiting a copy of the map that was not enclosed with the original letter from Mr. Lefever. The land in question is situated at Tumbler Hill. The Clerk reported that the Council will be able to ask any questions direct to the Science Trust at a future meeting. Concerns can be addressed by the agreement, this will enable the Council to direct activities. All of the 24 sites vacant that are in question are vacant. Parking for vehicles will be required in this area also. There is a possibility of buildings required on this site that may initially be portacabins but this would be subject to planning permission.

The Town Clerk recommended the following: -

- 1) To apply to the Deputy Prime Ministers Office for change of use from allotment land for plots 17 to 40, a total of 24 allotments.

It was agreed to apply to the Deputy Prime Ministers Office for change of use for plots 17 to 40.

- 2) To offer an initial agreement to have a lease for a period of 6 months whilst all the legal work is completed.

It was agreed to offer an initial agreement to have a lease for a period of 6 months.

- 3) To offer a three-year lease at agricultural rates or the normal cost of 24 allotments, whichever is more beneficial to the Council. With the proviso that all legal costs would be met by The Garden Science Trust. That the cost of clearance of the site and subsequent improvements would be met by the Trust. That any negotiations with the planning authority be carried out by the Trust. That there be sufficient development uplift clauses to protect the interests of the electorate.

It was agreed to offer a 3 year lease at agricultural rates of the cost of 24 allotments, all legal costs, clearance and improvements to the site be met by the Trust. Negotiations with the planning authority are carried out by the Trust and that there is sufficient development uplift clauses to protect the interests of the electorate. Any alterations to the site will be made good when the Trust vacate and no longer wish to use the site.

- 4) To include an option to buy at agricultural value with the proviso that all legal costs would be met by the Trust. With a buy back clause in the favour of the Town Council at agricultural value plus annual percentage increases in line with the Retail Price Index. The buy back clause and/or the lease agreement could cease by serving 12 months notice by either party.

It was agreed not to sell the Tumbler Hill allotment site to the Trust but to explore the possibility of a 21-year lease.

- 5) 50% of all monies received from sub-letting would be returned to the Town Council.

It was agreed with 6 votes for and 4 against not to allow the Garden Science Trust to sub let.

- 6) The Town Council should nominate an ex-officio member to represent the Council on the board of Trustees.

It was agreed the Town Council to nominate an ex-officio member to represent the Council on the Garden Science Trust's Board of Trustees.

- 7) To take up the offer of a presentation to the Council at the June meeting.

It was agreed to allow the Garden Science Trust to give a presentation to the Town Council at their June meeting.

642. JUBILEE HERITAGE PLAN.

642.1. Minutes from Icen Partnership meetings have been received and distributed to Councillors. The Partnership has received some letters in respect of town centre Enhancement scheme.

642.2. In the next 2 weeks the Town Clerk has been given delegated authority to sign a contract with the contractor and architect for the Town Hall extension on the proviso that it is within budget. The enabling works should begin in a fortnight and the build program is 22 weeks. The main issues have been the party walls, which should be resolved in that 2-week period following planning permission with Breckland Council.

643. report on TOWN CONSULTATION 'Have your say'.

643.1. The first report that will be available will be a youth report, the skateboard issue has taken its toll.

644. GENERAL CORRESPONDENCE:

644.1. A letter has been received from The Breckland Christian Fellowship requesting the use of the Recreation Field for a Family Fun Night. It was proposed by Cllr Emmerson and seconded by Cllr Darby to allow the use free of charge.

It was agreed with 1 abstention to allow the Breckland Christian Fellowship the use of the Recreation Field free of charge on Wednesday 14th July 2004.

644.2. Consultation proposals have been received from Peddars Way Housing Association regarding allocation of accommodation. The consultation period will end on the 24th May 2004.

644.3. A letter has been received from Mrs Margaret Miles regarding policing matters. A copy of the letter was given to the police authority.

644.4. A letter has been received from Mr Hammond, a resident of Narborough requesting an allotment.

It was agreed to allow Mr Hammond to have an allotment site in Swaffham, site to be at the discretion of the Town Clerk.

644.5. A letter has been received from Orange Mobile Phone Company requesting access to the Water Tower at Princes Street. Cllr Matthews proposed and Cllr Lister seconded that more details are needed before any comments are made.

It was unanimously agreed for the Clerk to contact Orange requesting more information detailing the exact route they wish to take to gain access to the Water Tower.

645. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

645.1. Three Councillors attended the Home Hospice AGM and the reports are available in the Town Hall.

645.2. The Tourist Information office is now run by Breckland and the Town Council contribute towards it. Shirley Tubby is still manager and there is a temp in the office in the afternoon. The Swaffham leaflet is freely available but local businesses cannot display their individual leaflets as they used to and small booking fees are charged. The association has 56 paid-up members and is planning to produce a 2005 leaflet in full colour with better descriptions of member's establishments. It will incorporate pictures and adverts for local places and produce, which it is felt, will help to bring more visitors to the Town and surrounding area and will help to pay for the brochure.

645.3. Cllr Emmerson reported that the Iceni Partnership have had a consultation with the Traders of Swaffham regarding the Regeneration proposals. A lot of useful information has come out of the consultation and the Iceni will do their best to deal with them those concerns.

645.4. Cllr Lister and Cllr Matthews attended the Swaffham First school on Thursday and Friday. There is to be a new head mistress who starting in September.

646. STANDING ORDERS.

646.1. A recommendation for an amendment to the Standing Orders to include a Terms of Reference for the Recreation Ground Committee as follows: -

80. DELEGATED AUTHORITY – TERMS OF REFERENCE to Committees

- (h) *(Consisting of a minimum of three and a maximum of six Councillors, + interested parties with representation from the Icen Partnership, Youth Groups and Residents, committee to total no more than thirteen members inclusive of Councillors).* The committee should meet at least quarterly or whilst developing a project, seeking grant funding and recommending for approval of the full council in principle, in detail and to request match funding. In addition the committee may make recommendations to the full council on any aspect relating to the management of the Recreation Ground. The committee has full autonomy in the development of proposals relating to the enhancement of the Recreation Ground and the preparation of a project recommendation. The committee must keep the council informed of progress. It should be understood that Swaffham Town Council manages the Recreation Ground and final say on the acceptance or support of each proposal will be their decision.

Cllr Sherwood proposed and Cllr Darby seconded for the amendments to the Standing Orders be implemented.

<p>It was agreed with 1 abstention for the Standing Orders of Swaffham Town Council is amended to include the Terms of Reference for the Recreation Ground Committee as detailed above.</p>
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646. BRECKLAND COUNCIL.

646.1. Notification has been received regarding the European Parliamentary Election on 10th June 2004.

646.2. Notification for two preservation orders on 2 beech trees at 8 Haspalls Road and a beech tree at 39 London Street has been received.

646.3. Ward councillors are notified of all planning applications received by the planning authority. A mobile telephone group has requested that a mobile radio bas station to be placed in one of three places in Swaffham. Their first choice is Swaffham Police Station, 2nd choice is the industrial estate and their 3rd is at the Staff Hire Employment Agency. The preferred site of the Council is at Swaffham Police Station.

646.4. The scrutiny meeting will be deciding how to build more houses, 600 a year for the next 4 years. Government will give capital to build houses that has now been lost. Growth areas are regeneration, ethnic and rural areas.

647. NORFOLK COUNTY COUNCIL.

647.1. A circular letter with reference to the Draft Norfolk Interchange Strategy has been received and is available in the Town Hall to read.

647.2. Information has been received with regards to remodelling the workforce seminar. It will be looking at changing the whole pattern of the day in schools. Teachers now are having 1 half day free from the teaching week. The Records Office in the Archive Centre is the best in Western Europe and will have a stand at the Royal Norfolk Show.

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

- 648.1. Wed. 19th May 2004 – 6.45pm Allotments Committee at the Assembly Rooms.
7.30pm Recreation Ground Committee.
- 648.2. Tues 8th June 2004 - 7.00pm AR/CC Joint Management Committee.
- 648.3. Wed 9th June 2004 at 6.45pm Full Council at the Assembly Rooms.

Meeting closed at 9.35p.m.

Chairman _____

Appendix

***Ivan Bubbear – On two occasions tried to contact the Town Hall on a Wednesday morning but it was closed should the sign change?
Mayor - There is a notice on the internal door and your point has been noted.
Town Clerk – There should have a notice on the notice board and in the newsletter.***