

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 14th September 2005 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J. Stockdale

Councillors: - Mr D. Butters, Mrs P. Buxton, Mr P. Darby, Mr B. Emmerson,
Mrs A. Greaves, Mrs S. Lister, Mr I. Sherwood, Mr L. Wise.

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

Public: - 11

861. APOLOGIES & REASONS FOR ABSENCE.

861.1. Cllr Matthews (attending a funeral in Wales).

861.2. Cllr Mann (attending another meeting).

THE MEETING WAS ADJOURNED AT 6.46p.m.

THE MEETING WAS RECONVENED AT 6.57P.M.

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

862.1. Cllr Darby declared a personal interest on item 869.4. crime prevention and item 869.2. Swaffham arts.

862.2. Cllr Buxton declared a personal interest on item 869.2. Swaffham arts.

862.3. Cllr Wise declared a personal interest on item 869.4. crime prevention.

862.4. Cllr Emmerson declared a personal interest on item 869.4. crime prevention and for item 869.2. Swaffham arts.

862.5. Cllr Butters declared a personal interest on item 868.2.

862.6. Cllr Stockdale declared a prejudicial interest on item 868.2.

863. MINUTES

863.1. Minutes of the 25th May 2005 Extraordinary Council meeting were agreed and signed as a true record by the Mayor.

863.2. Minutes of the 20th July 2005 Full Council meeting were agreed and signed by the Mayor as a true record.

864. MAYOR'S REPORT.

864.1. It has been a very hectic month for Civic events which have all been very enjoyable. There was a very good high number of people at the Breckland District Council's Civic Reception which was held at Mattishall.

864.2. CHRISTMAS LIGHTS – the Mayor read out the following statement:-

At their extraordinary meeting last Wednesday 7th September, the Council discussed the position of the Christmas lights for 2005. Subject to ratification at this meeting it was agreed to continue providing Christmas lights on their buildings i.e. the Town Hall, the Assembly Rooms and the Buttercross. The Town Council are not responsible for providing Christmas lights for the whole town. For the past 5 years this has been done by the Chamber of Trade.

The spate of adverse publicity re-a proposed donation towards the Christmas lights of £4,000 by Swaffham resident Michael Carroll was also discussed last week. Again subject to

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ratification at this meeting it was agreed that if this donation had been offered to the Council, which it had not, then it would have been refused.

There was a report of a recent meeting of our Personnel Committee with further discussion re our Town Crier Eddie Godden who has been at the centre of recent local and national press reports and television news. This is listed under item 11.24 on the agenda. The Mayor reminded Councillors that when they come to that point on the agenda under standing orders No.37 and 68 it should be considered whether to exclude the press and public and deal with this under item 16.1.

The Mayor allowed a brief discussion to take place regarding issues relating to the lights or the donation. Cllr Lister was speaking as ex President of the Chamber of Trade and stated that the Chamber took on the Christmas lights originally and if the Chamber has folded then it should be down to the residents of Swaffham to take them on. There was a question relating to Christmas lights on the Assembly Rooms and if the Town Council will be doing them as the building is leased to the Iceni Partnership. The lights would be offered but that would be the Iceni Partnerships decision to accept or refuse the offer. There are 3 Town Council representatives on the management group committee for the Assembly Rooms but to date have not heard of anything. This subject will be on a future agenda for discussion.

The Mayor proposed that Councillors ratify the Council's continued policy on the Christmas Lights and the Statement regarding a proposed donation from Michael Carroll.

<p>It was a unanimous decision to agree to the Councils continued policy on Christmas lights and the statement regarding a proposed donation from Mr M. Carroll.</p>

865. POLICE MATTERS

865.1. There have been 54 crimes in the last calendar month. These included threats to kill, GBH, ABH, common assault, burglary, theft, theft from motor vehicle, shoplifting, arson, possession of drugs, criminal damage, criminal damage to dwelling, criminal damage to vehicle and other criminal damage, common assault, fraud. There has been an upturn in shoplifting but as with most small towns these statistics can be increased and decreased by change of residents.

865.2. For a trial period the police have been placing no waiting cones in London Street, this was because of double parking in London Street which was causing problems. Lynn Road and Pit Lane will probably also be done. Disabled drivers if they have the proper badges they can under certain circumstances park on double yellow lines.

865.3. The Council reported that in a recent Eastern Daily Press article it stated that the Swaffham police station will be rebuilt, an assurance was requested that Swaffham will not lose its police station counter. PC Partridge stated that he could not answer on behalf of the Norfolk Constabulary. The Town Council could write direct to the Norfolk Constabulary and request to be kept informed of developments.

866. TOWN CLERK REPORT:-

866.1. Various letters have been received relating to trees at Northwell Pool. This belt of trees is in the ownership of the Town Council and as a precaution a Tree Surgeon had been asked to inspect the trees. Following this inspection it was established that only minor trimming would need to take place and will be part of the winter programme. Apart from overhanging branches which neighbouring property owners can cut back at their expense and providing they notify the Council, then nothing needs immediate attention. Breckland Council

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are in the process of placing a Tree Preservation Order on these trees as they add amenity value to the Pool itself.

866.2. A complaint has been received from a Market Trader regarding parking for the auction on a Saturday and loss of trade. The trader is looking for some support from the Town Council as this has been a problem for some time now. Information is being sought through Norfolk County Highways to establish what restrictions apply to the auction.

866.3. Progress report on Swimming Pool Land Purchase Negotiations.

A response is awaited from the land owners, as previously reported but there has been a disagreement over how to proceed over an access to the site that is owned by Breckland Council. An offer from the landowners of a revised higher price was rejected and is the subject of the current negotiations.

866.4. On-going issue of the key to the side entrance of the church.

Correspondence has been sent to the Revd. John Smith on this issue, the Clerk has offered to address the Parochial Church Council at one of their meetings and to date no response has been received.

866.5. Staff appraisals.

A report will be put before the Personnel Committee at their meeting next Wednesday morning. This is when the process of the Town Clerk's annual appraisal will start. It is hoped that the personnel committee can conclude everything in October to enable a full report to be presented to the Council at the November meeting.

As part of the on going delegation and sharing duties amongst administrative staff, the Town Clerk and Deputy Clerk have looked at how full Council meetings and committees are clerked and serviced. As part of the Deputy Town Clerk's development she will clerking the October meeting with the Assistant Town Clerk taking the minutes. It is important that the Council take advantage of the Deputy Town Clerk's training and this will allow her continued professional development. It is hoped to schedule this to happen at regular intervals throughout the year so that the administrative staff become interchangeable and as flexible as required without losing any efficiency, as it is believed this is the way forward for a Quality Council.

866.6. The Pedlar Sign has been returned from Wayland Prison and an excellent job has been done. It has been pointed out that the colour of the gold is not quite correct, but perhaps this can be corrected on site. The Carter painting formerly in the Assembly Rooms is in place in the stairwell of the Town Hall extension.

866.7. Stress Policy

This document was circulated and presented at the July meeting and the Clerk recommend that it is adopted as Council Policy. Cllr Butters proposed and Cllr Sherwood seconded for this policy to be adopted

It was unanimously agreed that the Stress Policy produced be adopted as Town Council policy.

866.8. Procedures for visitors to Town Council owned premises.

This document was circulated and presented at the July meeting and the Clerk recommend that it is adopted as Council Policy. Cllr Butters proposed and Cllr Sherwood seconded for this policy to be adopted.

It was unanimously agreed that the Procedures for visitors to Town Council owned premises produced be adopted as Town Council policy.

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866.9. To consider additional standard item for the Council Agenda “To receive various documents for information only” or alternative Agenda layouts.

In future all ‘information only’ items will be colour coded by sending them to you on yellow paper, we propose to group them all together at the back of your pack, a sort of Town Council version of the yellow pages but without the telephone numbers. Information only items will be listed as the last item on each Agenda heading. The reason for this is that when they feature in the minutes of that meeting and in five years time we are looking to find that item that was received under Planning or Correspondence, Breckland or County Council, and then there is more chance of finding it, than if it is grouped together under one heading. The Clerk recommended the new amended format of the agenda for approval. Cllr Greaves proposed and Cllr Emmerson seconded to agree with appropriate colours.

It was unanimously agreed to accept the new amended format of Town Council’s agenda.

867. JUSTICES LICENCE

Netto Foodstores Ltd, Lynn Road. Transfer of licence application in the name of the new Manager Dermot Kiersey.	
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868. PLANNING/DEVELOPMENT CONTROL:

868.1. Notification of Planning Decisions.

3PL/2005/0806/F Planning permission granted for the erection of extension to 2 The Oaklands. Mr. D. Wright.	3PL/2005/0760/F Planning permission granted for the erection of cottage style dwelling & double garage revised scheme (to inc. garden room extension). Land/building plot adj Cherry Cottage, Whitecross Road. Mrs. M. Sampson.
3PL/2005/0872/A Consent to display advertisements granted to Halifax plc for illuminated window advertisements.	3PL/2005/0942/CU Planning permission granted for the change of use from vacant medical centre (Class D1) to offices (Class B1). Former Plowright Surgery, 9-10 Plowright Place. Norlife Ltd
3PL/2005/0903/F Planning permission granted for the erection of Edwardian style timber conservatory. 2 Ireland Cottages, West Acre Road. Mr. & Mrs. Darkins.	3PL/2005/0964/F Planning permission granted for proposed conservatory amendment to previously approved scheme 3PL/2000/1306/F
3PL/2005/0717/F Planning permission granted for the extension to dwelling. 4 Brandon Close. Mr. & Mrs. D. Leadbetter.	3PL/2005/0969/F Planning permission granted for the extensions & erection of wall to replace confer hedge. Mr. E. Byrne, 35 Whitsands Road.

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868.2. Planning Applications:-

3PL/2005/ 1214/F Demolition of garage, extension to dwelling, erection of conservatory & double garage. Mr. V. Harvey, Jeckma, 23 Whitsands Road. NO OBJECTIONS	3PL/2005/1240/F Conversion of stables to dwelling. Miss Pam Brackley, Pedlars Home Stables, Norwich Road. NO OBJECTION
3PL/2005/1272/F Demolition of units & redevelopment of the site for construction of 12 dwellings and associated works – Veltshaw Builders Ltd, Land off Whitsands Road. Cllr Stockdale left room when planning application 3PL/2005/1272/F was discussed. NO OBJECTION	3PL/2005/1265/F Variation of condition 6 on pp 3PL/2003/1133/F to allow access to be used by staff as well as emergency vehicles – Dr S. Kaushal, The Paddocks, Cley Road – OBJECTION on highway safety grounds-it was agreed for Cllr Butters to attend the Committee meeting at Dereham on behalf of the Council.
3PL/2005/1304/O Erection of 2 bedroom single storey dwelling and garage – Mr & Mrs A.G. White, 45 Watton Road. NO OBJECTION	3PL/2005/1315/F Extension comprising of self contained (Elderley Mentally Infirm) unit providing 16 bedrooms – Integrated Nursing Homes Ltd, 40 Whitecross Road. NO OBJECTION
3PL/2005/1315/LB Extension comprising of self contained (Elderley Mentally Infirm) unit providing 16 bedrooms – Integrated Nursing Homes Ltd, 40 Whitecross Road. NO OBJECTION	3PL/2005/1325/F Conversion of property to 2 dwellings (change of use ref 3PI/2003/11256/CU. Mr. M. Ready, 2a Ash Close. NO OBJECTION
3PL/2005/1340/F Amendments to extension approved under 3PL/2004/0969/F for 113 London Street. Mr. D. Buchan OBJECTION on the grounds of preferring the design of the original application as granted.	

868.3. Information has been received and circulated to Councillors regarding a planning application for the Ex Little Chef on the A47. This was for information only, as the Breckland committee meeting for this particular application was last Monday 5th September.

868.4. A copy of a letter regarding planning application 3PL/2005/1265/F has been received and circulated to Councillors.

868.5. A copy of planning enforcement regarding 2 London Street has been received and circulated to Councillors .

868.6. A copy of planning enforcement regarding 95 Market Place has been received and circulated to Councillors.

868.7. A copies of Tree Preservation Orders No 48 & 49 for a tree within the curtilage of Lydney House Hotel, Norwich Road and the Antinghams, off Norwich Road have been received and circulated to Councillors.

869. FINANCE:

869.1. Accounts for Payments for August & September 2005 (see Appendix 2).

The list of Accounts was circulated to Councillors. Cllr Emmerson proposed and Cllr Lister seconded to accept the accounts.

It was unanimously agreed to accept the accounts as listed.

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869.2. A copy of a letter requesting support for Swaffham Arts Week has been received and circulated to Councillors. Cllr Greaves proposed and Cllr Wise seconded to give a grant of the same amount as last year.

It was unanimously agreed to give a grant of the same amount as last year to Swaffham Arts for Arts Week.

869.3. The Balance Sheet, Income & Expenditure Account had been circulated to Councillors.

It was agreed to place the agreement of the Balance Sheet, Income & Expenditure Account on the Finance Agenda.

869.4. Additional information has been received and circulated to Councillors regarding a grant for the Swaffham Crime Prevention Panel. The request is to cover the cost of hiring the Assembly Rooms for the day; the actual cost as yet is unknown, as the hiring fees are yet to be published by Iceni Partnership. Cllr Greaves proposed and Cllr Buxton seconded to agree to pay the rent for this event.

It was agreed with 1 abstention to give a grant to cover the cost of the rent for the Assembly Rooms for a Crime Prevention Panel in May.

869.5. A new free paper is being launched next month by the Lynn News called "Swaffham News". The example given by the Lynn News is Downham Market where a similar paper has been launched. Any editorial space the Town Council take up will have to be paid for. The cost would be £229 per month for a full page. Downham Market have replaced their town newsletter with this free paper. Cllr Sherwood proposed and Cllr Emmerson seconded not to go with this proposal.

It was unanimously agreed not to contribute any editorial space to the new free paper being launched by the Lynn News.

869.6. In discussions with the Market Superintendent and the Deputy Town Clerk it is clear that something needs to be done to get the Market back up to its full numbers again. Some traders have been lost due to being disillusioned at the disruption in the town centre, others have retired and we have had to put one trader under notice due to a long standing debt. One route is through attracting Casual Traders, that will in turn hopefully apply for a licence to trade regularly thus filling all the vacancies. The Clerk recommended an incentive scheme to the existing traders if they introduce a casual trader that stays for six consecutive weeks they receive a discount of £10. If that casual trader applies for a licence and stays for six months, the trader receives a discount of £50 off their site rent.

Casual Traders are currently charged £22 per week. It is recommended that as an incentive scheme to stay longer than one week they can pay for three weeks in advance at £55 and six weeks in advance at £100. Casual Traders can apply for a licence after six weeks providing there is an appropriate vacancy. Casual Traders can only continue as casual for a period of no more than three months (unless an exception is granted by the Town Council).

Cllr Emmerson proposed and Cllr Butters seconded to accept the Town Clerk's recommendation.

It was unanimously agreed to accept the incentive scheme to encourage more traders to the Saturday market as recommended by the Town Clerk.

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869.7. Valuations have been received for various items in the museum that are owned by the Town Council and are not needed.

- Mahogany Edwardian sideboard with mirror
- Four drawer oak desk with damaged leather top
- Two tier mahogany trolley
- Four display cabinets
- Dolls house
- Various smaller items.

A discussion took place to discuss this issue. Cllr Emmerson proposed and Cllr Darby seconded to delegate authority to the Town Clerk to dispose of the above items at an auction.

It was agreed to delegate authority to the Town Clerk to engage an appropriate auctioneer to dispose of the above items as soon as possible.

869.8. A request by Hutchinson 3G UK Ltd to potentially use allotment site at Shouldham Lane for telecommunications development had been received and circulated to Councillors. Cllr Greaves proposed and Cllr Darby seconded to be consistent with previous attempts of this type and to turn down this offer. It was also proposed to place on a future agenda the discussion of a Town Council Mast policy.

It was unanimously agreed to not accept the offer from Hutchinson 3G UK Ltd to use the allotment site for a telecommunications development and to place on a future agenda a discussion for a Town Council Mast Policy.

869.9. The issue of Fidelity Guarantee Insurance with the July Finance Committee. The Audit Commission had mentioned on their annual report that the Town Council's cover was too low. First indication was that the increase in cover was going to be far too much for the Council to consider as it would take the Insurance costs way over budget. But cover for £150,000 has now been arranged well within budget at an additional cost of £262.50; this meets the initial concern of the auditor who wanted a much larger cover but would settle for an effort being made to increase cover over a period of more than one financial year. The suggested sum was the total of the carry forward balances plus half the Precept. Cllr Darby proposed and Cllr Lister seconded that the Council accept the initial increase in cover as arranged from £2,000 to £150,000 and look to increase cover in future financial years in line with the auditor's suggestions.

It was agreed to accept the initial increase in cover as arranged from £2,000 to £150,000 and look to increase cover in future financial years in line with the auditor's suggestions.

869.10. Similar to the incentive scheme on the Saturday Market is needed to attract more traders at the Farmers Market. Existing traders can be offered a £5 discount if a new trader they have introduced stays for a minimum of three months, and £25 if they stay for a full year. There is also a need to target advertising for both the Saturday Market and the Farmers Market. It was suggested that an expenditure of up to £300 for advertising in journals or relevant publications be set aside.

The Market Superintendent has also requested that the Council look at some permanent signage from the A47 and within the town centre. More information on this can be brought to a future meeting to discuss. Cllr Emmerson proposed and Cllr Buxton seconded to accept the incentive scheme, to target advertising and to look at signage.

It was unanimously agreed to accept the incentive scheme for the Farmers market, for a advertising budget of up to £300 and to look at future signage for the markets.

The issue of a Farmers market on a Sunday was requested to be placed on a future Open Spaces agenda.

869.11. A request for the Town Council to consider a cost of the restoration two Carter Paintings at a cost of £1200 has been received from the Museum. Cllr Sherwood proposed and Cllr Cannon seconded for the Museum to apply for grants and to come back to the Town Council for possible match funding.

It was unanimously agreed to decline the request to restore two Carter paintings but to suggest to the Museum they apply for grant funding and to come back to the Town Council for possible match funding.

869.12. A request from the Recreation Ground Committee was received with regards to the recreation ground project. The committee are planning to apply for grant funding early next year but for funders to look more favourably planning approval for the project would need to be sought. The approximate cost of applying for planning consent is in the region of £1500 (this amount would come out of the £50,000 the Town Council had previously agreed for match funding). Cllr Lister proposed and Cllr Greaves seconded to allow the committee apply for planning consent.

It was agreed with 1 abstention for the committee to apply for planning consent for the Recreation Ground project.

869.13. The Recreation Ground committee have been looking at possible revenue to help with the maintenance costs of the Recreation Ground. There is a possibility of recycling sites in/around Swaffham and the revenue credits would go straight to the recreation ground project. There would be a need for planning consent to be applied for also at a cost of approximately £150. The committee are also looking at a possible site at one of the allotments but more research would have to be carried out for this. Cllr Lister proposed and Cllr Greaves seconded to carry out more research in the possibility of apply for planning consent for recycling units in or around Swaffham and to also carry further research on the possibility of a site at one of the allotments.

It was agreed with 1 abstention for the Recreation Ground committee to carry out more research into the possibility of apply for planning consent for recycling units in or around Swaffham and to also carry out further research into the possibility of a site at one of the allotments.

870. JUBILEE HERITAGE PLAN.

870.1. Copies of minutes/reports from Icen Partnership have been circulated to Councillors. The Council have received a petition regarding an objection to the design and colour of the new Community Centre. There are approximately 250 signatures, not all from Swaffham residents. There is also a further letter regarding the Community Centre from Mr. R.J. Piggott.

870.2. The Icen Partnership moved out of their office at the Town Hall yesterday to go to the Community Centre. It should be placed on record that the Town Hall staff will miss their presence within the building. It has been convenient to have them on hand to answer queries with regard to the town centre or progress of work on the Assembly Rooms or Community Centre. There is no reason why the good working relationship should not continue, so we wish them well in their new surroundings.

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870.3. A letter has been received from former Councillor Paul Green regarding land adjacent to the Community Centre, he is seeking clarification as to when the Council made a decision relating to giving land between the footprint of the old Community Centre and the wall of the Rectory. The Clerk will look up the precise date and give the information to Mr P. Green.

870.4. The issue of the joint management group was discussed. Cllr Greaves proposed and Cllr Sherwood seconded for this issue to be placed on a future agenda.

It was unanimously agreed for the issue of a joint management group be placed on a future agenda.

870.5. Plans of proposed new planters in town centre from Mott Macdonald have been received and circulated to Councillors. The plans circulated are as suggested by the working group who have met twice now. These planters and street furniture has to be licensed, however in order to regulate the other planters around the town we need to include on this plan all other existing planters and street furniture, not just the new structures. Cllr Buxton proposed and Cllr Greaves seconded to accept the plans as circulated.

It was agreed with 2 abstentions to accept the plans for new planters in the town centre from Mott Macdonald.

870.6. A progress report from the Town Clerk on the outstanding works at the Town Hall extension was given to Councillors. There was a meeting with David Fitt, Gerry Burns and the Town Council on the 20th September. Research is being carried out on ways to improve the lift. Gates on the Cley Road entrance are being delivered and pricing for the posts to hang the gates are being sought. More signage to the entrance is needed as well as a sound system for the Council Chamber.

871. GENERAL CORRESPONDENCE:

871.1. The Assistant Town Clerk Mrs R. Noble has recently received the Working with your Council Certificate from the S.L.C.C. It means that Mrs Noble can provide excellent back up to to the team everyday in the office and when called for at meetings.

It was agreed that a letter of congratulations is sent to Mrs Noble from Council on her achievements of gaining the Working with your Council Certificate.

871.2. A letter has been received and circulated to Councillors from James Hewett re- work experience.

871.3. A letter has been received and circulated to Councillors from Revd John Handley with reference to the regeneration work and Christmas decorations etc.

871.4. A letter has been received and circulated to Councillors from Mr. C. Maclean with reference to Northwell Pool related issues.

It was agreed to place all the issues in this letter be placed on the Open Spaces committee agenda on the 2nd November.

871.5. Information regarding resolutions for debate & nominations of officers for NCAPTC AGM on 12th November 2005 were received and circulated to Councillors.

871.6. A letter has been received and circulated to Councillors from Mr. Paul Green regarding the clearance of litter and rubbish.

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871.7. A letter has been received and circulated to Councillors from J & G Holliday with regards to light industry at D. Mcleans (*late correspondence from last meeting*).

It was agreed to place all the issues in this letter be placed on the Open Spaces committee agenda on the 2nd November.

871.8. A letter has been received and circulated to Councillors from Mrs.Ellis of Northwell Pool Road regarding a house built on the industrial site & town centre work.

It was agreed to place the issues that relate to Northwell Pool be placed on the Open Spaces committee agenda on the 2nd November, all the other issues have already been dealt with.

871.9. Copies of the 'Local Works' campaign for the Sustainable Communities Bill have been circulated to Councillors.

It was agreed for the Council not to respond to the Sustainable Communities Bill.

871.10. A letter has been received and circulated to Councillors from Mrs C.E. Darby regarding the Campingland. The issues raised in this letter were considered to be a management one.

It was agreed for the Clerk to reply to Mrs Darby explaining the management issues and how they will be dealt with.

871.11. A letter has been received and circulated to Councillors from Mrs Gwen Page regarding permission to fell a conifer tree in the Churchyard. Cllr Darby proposed and Cllr Emmerson seconded to allow the tree to be felled.

It was agreed with 1 abstention to give permission to Mrs Page to fell a conifer tree in the corner of the Churchyard that is close to a wall at her expense subject to the tree not having a preservation order on it and that the Council's tree surgeon carries out the work.

Cllr Cannon gave his apologies and left the meeting – 9.01p.m.

871.12. A letter has been received and circulated to Councillors from Swaffham Methodist Church regarding stalls on Saturday mornings.

It was agreed to accept the request to grant permission for up to 6 occasions on an ad hoc basis for stalls to be placed outside of the Methodist Church on Saturdays.

871.13. A copy of the Norfolk Link NCAPTC newsletter has been received and circulated to Councillors .

871.14. A letter of thanks has been received and circulated to Councillors from Mr. C. Gunner, Oakleigh Drive Community.

871.15. A letter has been received and circulated to Councillors with details of a Rural Community Council funding event on 8th October, Easton College.

871.16. A letter has been received and circulated to Councillors with details of a duty of care event re-children, young people etc at Diss 29th Sept.

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871.17. A letter has been received and circulated to Councillors with a response from British Telecom re-Proposals for Public Payphones.

871.18. A letter has been received and circulated to Councillors from Mrs. Lyn Green re-access to allotments.

871.19. A letter has been received and circulated to Councillors from Mr. Levington to Anglian Water re-Surface water drainage.

871.20. A letter has been received and circulated to Councillors from the Swaffham Methodist Church re- surfacing outside Methodist Church.

871.21. A letter has been received and circulated to Councillors from Mrs. B. Patrick regarding the condition of the Cemetery.

871.22. A letter has been received and circulated to Councillors from Mr. K. Bailey re- road adjacent to Northwell Pool.

871.23. A letter has been received and circulated to Councillors from the Rotary Club of Swaffham for recent donation.

871.24. A letter has been received and circulated to Councillors from Mrs. M.K. Mallett re-access via Shouldham Lane to Water Tower.

871.25. A letter has been received from the Icen Partnership suggesting that a pair of Georgian style urns be commissioned from a local artist to fit into foyer of refurbished Assembly Rooms. Cllr Sherwood proposed and Cllr Lister seconded to not to agree to the urns.

It was agreed with 1 abstention not to agree to the proposal of commissioning urns from a local artist for the Assembly Rooms.

Cllr Butters proposed for the Town Council to wait for the building work to be completed and to then consider something that would be appropriate at that time.

It was agreed with 1 abstention to wait for the building work to be completed and to then consider something that would be appropriate at that time.

871.26. A letter has been received and circulated to Councillors from Mrs S. Polaine-Leonard and a separate letter from a visitor to the town regarding the state of the public toilets in the town centre.

It was agreed for these letters to be forwarded to Breckland Council who are responsible for the toilets and a reply to both authors of the letters.

871.27. There has been numerous letters received regarding the recent spate of adverse publicity surrounding a proposed donation by Michael Carroll towards the Christmas Lights. The Town Council's staff has been inundated with enquiries. The Council were asked to consider deferring this matter to the end of the meeting and including this under item 16.1. of the agenda. Cllr Butters proposed and Cllr Wise seconded for this item to be discussed under item 16.1.

It was unanimously agreed to place the issue of Town Crier be discussed under item 16.1. of the agenda.

873. BRECKLAND COUNCIL.

873.1. A letter has been received and circulated to Councillors with details of street naming and numbering, Greenacre Barn, North Pickenham Rd.

873.2. A revised statement of Community Involvement has been received and circulated to Councillors.

873.3. A circular regarding the Local Development Framework 2 has been received and circulated to Councillors.

873.4. Information regarding 'Free Training for Councillors' standards issues on 11th October 2005 2 has been received and circulated to Councillors.

873.5. Details of Tree Preservation Order application for land off Northwell Pool Road have been received and circulated to Councillors.

873.6. Details of the results of a survey on the Best Value Performance Plan 2005/2006 have been received and circulated to Councillors.

873.7. Encouragement was given to all residents to make a note of the Licensing Board's posters, to make comments on applications and if they feel strongly they must put their feelings into writing.

874. NORFOLK COUNTY COUNCIL

874.1. Information have been received and circulated to Councillors regarding Prohibition of Driving Order at Northwell Pool Road. Highways are now going to regulate this area as required by the Town Council. The three points were summarized from the site meeting attended by the Town Clerk on the 7th July.

874.2. Details of the Brandon Road Toucan and Watton Road Zebra crossing have been received and circulated to Councillors. This information was circulated in August and Cllr Matthews has made representations in respect of the position of the Watton Road Zebra crossing. Similarly Cllr Cannon attended a meeting organised by residents concerned at the position of the crossing. Concern was expressed by Councillors that the situation is not as ideal as it could have been. The town council worked very hard to make sure that some provision was made especially if it was where it is on the original plan.

874.3. The Norfolk Minerals and Waste Development Framework: Draft statement of Community Involvement (Draft SCI) Informal Pre-submission stage has been received. Any comments must be made by the 16th September 2005.

874.4. Correspondence regarding Theatre Street Car Park ownership has been received and circulated to Councillors.

874.5. Notification of the Cycleway & Footway construction Brandon Rd has been received and circulated to Councillors.

874.6. Notification of Swaffham Town Centre Enhancement Scheme – Phase 2 has been received and circulated to Councillors.

874.7. Details of the new Norwich Bus Station opening on the 30th August 2005 2 has been

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received and circulated to Councillors.

874.8. It was reported that this term NCC have launched 1300 courses for Adult Learning, last years attendance figures were the sixth highest in the country.

874.9. This week the Police and NCC are holding a series of performances in schools to educate schoolchildren on the benefits of wearing seat belts.

874.10. Cllr. S Matthews reported that the positioning of the pedestrian crossing due to be put in on the Watton Road is still being debated following a meeting she attended with a representative from the Traffic Management Wing of the Police and one from the Crime & Disorder Reduction Wing.

874.11. It was reported that the signs from Castle Acre road and the King's Lynn slip road are missing. It was suggested a letter be sent to NCC to inform them of the missing signs.

875. To notify of the DATES of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETINGS:-

875.1. Wed 5th October 2005 at 6.30pm Relief in Need Charity (*in the Council Chamber*) at 7.30pm Finance & G.P. Committee (*in the Council Chamber*) 875.2.

875.2. Wed 12th October 2005 at 6.45pm Full Council at the Town Hall (*in the Council Chamber*).

876. ADMISSION TO MEETINGS ACT.

876.1. A six month review took place for the Town Council's receptionist. The receptionist is seen as an important role to fill. The Town Clerk recommended that Mrs J. Devlin is taken on as a permanent member of staff. Cllr Lister proposed that Mrs J. Devlin becomes a permanent member of staff.

It was unanimously agreed that Mrs Jane Devlin becomes a permanent member of staff.

876.2. The Personnel committee suspended Town Crier Eddie Godden from his duties on Thursday 1st September until this meeting. At their meeting on 7th September the Council were unanimous in recommending a decision to relieve the Town Crier of his duties as Town Crier with immediate effect. Cllr Emmerson proposed and Cllr Greaves seconded to ratify the decision made at the meeting of the 7th September.

It was unanimously agreed to ratify the decision made at the 7th September meeting to relieve Eddie Godden of his duties as Town Crier with immediate effect.

The meeting closed at 9.53 p.m.

Chairman _____

APPENDIX

Reg Dowden – I am interested in the discussion that took place in relation to the platform lift, in the discussion this conveyance was legal and this was reassuring. If someone drove through the town at 29 miles an hour and hit an old person they could say I am sorry about that but I was in the limit – the police would say you would be driving with no care and attention – I wonder if this could be put to the lift – if we can't have access for all here maybe then we should meet elsewhere.

Eddie Godden – Former Town Crier - I apologise to the Council for all the fuss I have caused and it looks as if all the blame has gone to the Council. The title was given by the press and not myself. I did say in the media that I was working for Staff Hire and not as Town Crier. I just want to give an apology for this.

Sue Polaine-Leonard – I want to say what a disgusting state the disabled toilets are in – It was suggested I wrote to Breckland which I did in early spring and I have had no reply – I went into the toilets recently and it is utterly disgusting – I have to use it – I am appalled that people from outside of the town have to use it – it is a terrible thing to say about this town – I have written to you today which I would like to a reply.

Cllr Stockdale - I went into the toilets today and I was going to speak to Clerk about it as well.

Cllr Sherwood – As District Councillor I fully agree with Sue, I have travelled around the country and I am afraid this is a national problem not just disabled toilets, unfortunately as soon as they are cleaned vandals go in. When this is notified to Breckland they do clean them.

Sue Polaine–Leonard - This is not true, Kings Lynn toilets are very clean and pleasant to use, many disabled toilets. It is not vandalism that is the problem with our toilets it is pure filth that has not been cleaned. It is exactly as it was last Friday.

PC Partridge – We have had numerous complaints in respect of particular damage caused by objectionable; things. Perhaps sometime in the future, through you if you know of anyone experiencing problems could they contact me as there are 2 people that appear to be using them as a living accommodation.

Margaret Miles – Access statement – there is an awful lot of work that should have been picked up by a structural engineer, there are lots and lots that should have been picked up before work was started. In most old buildings the foundations are very small.

Town Clerk – It would be easier if you made an appointment to come and see me in the office and I can get you the information from the files.