

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 14<sup>th</sup> November 2007 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

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

Town Clerk: - Mr R Bishop  
Assistant Town Clerk: - Mrs R Noble

Public: 17

**1232. APOLOGIES & REASONS FOR ABSENCE.**

- 1232.1. Cllr Ian Sherwood – work commitments
- 1232.2. Cllr Pippa Wade – will be late (childcare arrangements)
- 1232.3. Cllr David Wickerson – work commitments
- 1232.4. PC David Johnson – hopes to be present at the December meeting for the first time.

**1233. DECLARATIONS OF INTEREST** – for items included on the Agenda.

- 1233.1. Cllr D Harman declared a personal interest on Item 1239.8. as he is a member.
- 1233.2. Cllr P Darby declared a personal interest on Item 1240.4 as he is a member of SCALGA and item 1240.8 as it is his letter.
- 1233.3. Cllr C Baker, Cllr D Butters & Cllr. C Gunner declared a personal interest on item 1239.12 as they are directors of the Museum.

THE MEETING WAS ADJOURNED AT 6.50p.m.

THE MEETING RECONVENED AT 6.58p.m.

**1234. MAYORS' REPORT**

1234.1. The Mayor reported on Civic Events attended in the past month:

October	16 <sup>th</sup>	Hunstanton Mayor`s Reception
October	19 <sup>th</sup>	Opened Rotary Arts Exhibition
October	24 <sup>th</sup>	AGM Merle Boddy Centre
October	26 <sup>th</sup>	SPA Cheese & Wine event
October	28 <sup>th</sup>	Rotary Charter Night, Swaffham
November	4 <sup>th</sup>	Justices` Service at Norwich Cathedral
November	8 <sup>th</sup>	Remembrance evening in Church
November	10 <sup>th</sup>	Book Launch and signing, Swaffham
November	11 <sup>th</sup>	Remembrance Service

**1235. POLICE REPORT** – PC David Johnson was not in attendance.

1235.1. A written report has been received from PC Johnson with the crime figures for October, which included burglary to dwellings, burglary to non dwellings, criminal damage, drug offences, fraud and forgery, robbery, sexual offences, theft of motor vehicle, other theft and violence against people.

**1236. MINUTES:**

1236.1. The Minutes of Wednesday 10<sup>th</sup> October 2007 were agreed and signed as a true record by the Chairman.

1236.2. The Mayor invited all Councillors and members of the public to arrive at 6.15pm on Wednesday 12<sup>th</sup> December for a drink and mince pies before the meeting.

**1237. REPORT FROM THE TOWN HALL:-**

1237.1 The Town Clerk reported on the progress of Swimming Pool Land Purchase, by circulating the latest e-mail from RH & RW Clutton dated 9<sup>th</sup> November which reads:

“I understand from James Stone they have agreed the draughting of the Deed of Easement and are now awaiting a plan from the Council which has been outstanding for a month now, despite continuous chasing. James Stone believe that the sale contract to the Town Council is agreed but they will not exchange without the Deed of Easement being in place. The boundaries are being pegged out this week.. Any pressure that the Town Council can bring to bear would be appreciated.”

1237.2 The Town Clerk reported the Annual Clerks Conference was attended by the Town Clerk and Deputy Town Clerk on 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> October in Coventry recently. There were numerous presentations/workshops on a variety of subjects such as the Freedom of Information Act, Data Protection Act, Cemetery Management and Memorial Safety, Code of Conduct, Statutory dispute resolution, the Planning White Paper, and Climate Change. There was a session specifically for Larger Councils. A session called “Life across the pond” led by some American colleague on the role of a municipal clerk in the United States. Government Policy – the state of play by Marc Ricard from the Department of Communities & Local Government. An inspirational talk by Claire Mills regarding “pulling together as a team”, a keynote speech by Ken Cleary Chairman of the National Association of Local Councils. On the final morning there was “the great debate” talking about the term ‘council clerk’ and whether it is outdated in favour of ‘chief executive’ or something more relevant to the duties carried out by clerks in 2007.

1237.3. Dr. David Bek the Town Council’s Project Grant Support Officer has circulated a written progress report on his work to date. Councillors can ask him questions on his work relating to Northwell Pool, The Shambles and the Town Group. The latter engaging with the Town Plan – Health Check and all four thematic working groups.

A short discussion took place relating to the Northwell Pool Road closure, it was reported this is ongoing and at present it is still legal to use the road.

1237.4. The Town Clerk reported he attended a meeting for Quality Council Clerks on Friday 2<sup>nd</sup> November at County Hall hosted by Head of Democratic Services Ian Lambert. There were further discussions on Quality Councils trialling a dedicated line into the County Council and having use of the internal phonebook. The aim is to improve communications. There were further discussions on the local government review with ‘Unitary Status’ also on the agenda. The status quo of having two principal authorities above the Town & Parish Sector is now no longer an option.

David Bek left the meeting at 7.10p.m.

**1238. PLANNING/DEVELOPMENT CONTROL:**

**1238.1. Notification of Decisions/Information from Breckland Council:-**

3PL/20071280/A Consent to display advertisements granted for internally illuminated fascia projecting sign. Woolworths, 77 – 81 Market Place.	3PL/2007/0846/F Planning permission granted for amendments to previous planning permission 3PL/2005/1738/F to provide boiler house, first floor day lounge and laundry extension. The Paddocks, Cley Road. Dr. S. Kaushal.
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3PL/2007/1373/F Planning permission granted for replacement side porch. 5 St. Guthlac Close. Mrs. I. Andrews.	3PI/2007/1202/F Refusal of planning permission for 2 single storey dwellings with garages and change of vehicular access & new garage for Cubello. Land adjacent to Cubello, Whitsands Road. Highbury Developments Ltd.
3PL/2007/1067/LB Listed building consent granted for conversion of rural building to residential unit within the cartilage of Listed Building. Wood Farm, North Pickenham Road. Mrs. J. Taylor.	3PL/2007/1299/F Planning permission granted for proposed conservatory. 28 Southlands. Mr. & Mrs. Day.
3PL/2007/1068/F Planning permission granted for the conversion of rural building to form dwelling (amended design). Wood Farm, North Pickenham Road. Mrs. J. Taylor.	3PL/2007/1273/F Planning permission granted for the erection of a dwelling adjacent to 17 Tumbler Hill. Mr. & Mrs. Cunnington.
3PL/2007/1241/LB Refusal of Listed Building Consent for illuminated sign over existing shop window. 25 Market Place. B4 Industrial Products.	3PL/2007/0952/A Refusal of consent to display advertisements for aluminium fascia tray to replace existing signage with cut vinyl lettering & low voltage static lighting. 25 Market Place. B4 Industrial Products.
3PL/2007/1456/F Planning permission granted for proposed removal of existing conservatory & construction of new replacement conservatory & new roof to kitchen. 19 Northwell Pool Road. Mr. & Mrs. A. Mash.	3PL/2007/1397/F Planning permission granted for single storey rear extension. 89 Southlands. Mr. & Mrs. Burke.
3PL/2007/1380/F Planning permission granted for wooden cladding to part to front and side elevations. 9 Pit Lane. Mr. & Mrs. Bryce.	3PL/2007/1463/F Planning permission granted for conservatory to rear and side of property. 35 Brancaster Way. Mr. Roy Cornhill.
3PL/2007/0689/LB Listed building consent granted for the replacement of rotted timber windows to front/side & rear of first & second floors. 46 Market Place. Martin McColl Ltd.	3PL/2007/1300/F Planning permission granted and 3PL/2007/1301/LB Listed building consent granted for proposed development of 3 terraced dwellings and residential conversion of existing barn. Land to rear of Greyhound P.H. Enterprise Inns Plc.  (letter of explanation received)
3PL/2007/1379/F Planning permission granted for revision to PP ref. no 3PL/2006/1328 relocation of double garage. Purbeck House, Whitsands Road. Mr. & Mrs. Aynsley	3PL/2007/1577/F Planning permission granted for proposed alterations & extension. 42 Mill Farm Nurseries. Mr. & Mrs. B. Reynolds.

**1238.2.** To consider the following planning applications:-

<p>a) <b>3PL/2007/1376/F</b> Mill House, Tumbler Hill. Conversion of existing garage to living accommodation. Mr. &amp; Mrs. Gardener. <b>NO OBJECTIONS – Comment Swaffham Town Council may be in a mind to consider if this was a difference roof (pitched)</b></p>	<p>b) <b>3PL/2007/1436/H</b> Land to the East of Brandon Road. Full application for 135 dwellings, access &amp; associated works and outline for residential development and associated works. Gladedale Homes Ltd. <b>NO OBJECTION – subject to the minutes of the Bidwells meeting.</b></p>
<p>c) <b>3PL/2007/1537/LB</b> 46 Market Place. Retention of non illuminated fascia signs (retrospective). Martin McColl Ltd. <b>OBJECTION – the sign contravenes HOU.2 (ii) The proposal significantly affects the character and amenity of the locality in the town.</b></p>	<p>d) <b>3PL/2007/1543/F</b> Land South of Norwich Road. Amendments to Plot 3 to include utility room and dressing area above garage. Walnut Tree Developments Ltd. <b>NO OBJECTIONS</b></p>
<p>e) <b>3PL/2007/1621/LU</b> Occupation of dwelling without compliance with agricultural workers restriction (certificate of lawfulness). Greehoe Bungalow, Norwich Road. Donald Roger Atkins. <b>NO OBJECTIONS</b></p>	<p>f) <b>3PL/2007/1641/F</b> 66 Queen Street. Erection of two 2 bedroom bungalows and associated parking spaces (renewal). Peddars Way Housing Association. <b>NO OBJECTIONS</b></p>
<p>g) <b>3PL/2007/1644/O</b> Land adjacent 101 Southlands. Single Storey dwelling. Mr. &amp; Mrs. Syer. <b>NO OBJECTIONS</b></p>	<p>h) <b>3PL/2007/1651/F</b> 47 Greenhoe Place. Extension to dwelling. Mr. M. Henery &amp; Miss L. Palmer. <b>NO OBJECTIONS</b></p>
<p>i) <b>3PL/2007/1671/F</b> Spice of Swaffham, 2 Cley Road. Installation of window. Mr. M. Moid. <b>NO OBJECTIONS</b></p>	<p>j) <b>3PL/2007/1741/LB</b> Manor Farm, 27 Mangate Street. Erection of 2 storey dwelling. Mr. &amp; Mrs. Paul Ison. <b>NO OBJECTIONS</b></p>

**1238.3.** To receive & comment on any late applications received at the Mayor's discretion.

<p><b>3PL/2007/1755/LB</b> Addition of double doors in Internal) wall shared with No. 93 Mr. A. Martin, Mother Hubbards. <b>NO OBJECTIONS</b></p>	<p><b>3PL/2007/1778/F</b> Extension to form garden room &amp; additional bathroom. 60 Longfield. V.A. Terry. <b>NO OBJECTIONS</b></p>
<p><b>3PL/2007/1759/F</b> 2 single storey dwellings with garages &amp; change of vehicular access and demolition of part existing dwelling (resubmission) Cubello, Whitsands Road <b>NO DECISION MADE TO BE PUT ON THE DECEMBER AGENDA</b></p>	

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1238.4. Notifications of planning enforcement & TPO's.

Enforcement Action – Mr. D. Cannon and Mrs. M. Cannon – Land at Brocks Road re-landscaping	Enforcement Action – Norwich & Peterborough Building Society Land between Brocks Road and Turbine Way – re-landscaping
Enforcement Action:- Drainmasters (East Anglia) Ltd – 57 Turbine Way re-landscaping	Enforcement Action:- Land at 5 Sporle Road – unauthorised use of the land for the sale and/or storage of motor vehicles

**1239. FINANCE:**

1239.1. An interim list of accounts for payment for November 2007 was distributed prior to the meeting with the full updated list circulated at the meeting. It should be noted though that the Town Clerk as Responsible Finance Officer commits the Council to the payments by signing the order and sanctioning payments as they are due. The situation is that providing payments are within agreed budgets this is in order, the Council's attention will be drawn to payments outside of the budget or invoices that are in dispute.

**The Accounts for Payments for November 2007 were unanimously agreed**

1239.2. Letters were circulated to all Councillors from Mr Finch, relating to a compensation claim for Plot 34 at Days Field. This compensation claim dates back to 2001 for apple trees he had planted. Cllr. D Harman proposed and Cllr. J Skinner seconded to issue a grant of £250 to Mr Finch to replace his apple trees.

**It was agreed with 6 votes for and 3 against to issue a grant of £250 to Mr Finch to replace his apple trees.**

1239.3. The Town Clerk and Deputy Town Clerk would like to become founder members of the new Institute of Local Council Management. Thus signing up to the Continuous Professional Development programme of training set out by the Society of Local Council Clerks. It should be noted that this would not involve any more training than they both attend at present and the membership fee of £100 for the Town Clerk as a Fellow and £80 for the Deputy Town Clerk as a Principal can be more than recovered through discounted rates for Conferences, Seminars and Training Events.

**It was unanimously agreed for the Town Clerk and Deputy Town Clerk to become founder members of the new Institute of Local Council Management.**

1239.4. E-mailed correspondence from Swaffham Bowls Club regarding Section 106 negotiations, a contribution towards replacement dressing rooms and a proposed meeting was circulated to all Councillors. The Town Clerk reported he will be meeting Mrs. Burrell from Swaffham Bowls Club on 19<sup>th</sup> November.

**It was unanimously agreed in principle to support the Bowls Club.**

1239.5. The Town Clerk reported on amendments/additions to tenders for refurbishment of Public Toilets relating to Temporary Toilets, Blue Lighting and Pay turnstile or receptacle. The tendering process for the toilets will be discussed – at item 15.1. on the agenda. There are two issues that have been raised in respect of additional work they are as follows:-

a) Blue Lighting – this is to discourage use by the drug taking community who would be unable to inject under this type of lighting. Property Manager Ray Johnson from Breckland Council informs the Town Council that the Police were not in favour of Blue Lighting. Cllr. S Lister proposed and Cllr. J Skinner seconded for Blue Lighting to be put into the plan.

**It was unanimously agreed for Blue Lighting to be put into the plan.**

b) Pay Turnstile or receptacle – this would be subject to the Town Council having a policy to charge for entry to the public toilets. In previous discussions the fee of 20p has been muted but no firm proposals made. Cllr. S Lister proposed and Cllr. F Sharp seconded charging 20p as an entry fee to the toilets and that the necessary Pay Turnstile or receptacle is now added to the current specification, with no charge being made for the disabled toilets.

**It was agreed with 7 votes for to charge 20p as an entry fee to the toilets and that the necessary Pay Turnstile or receptacle is now added to the current specification, with no charge being made for the disabled toilets.**

Consideration for temporary toilets has been given by Icen Partnership in relation to using the Assembly Rooms for the duration of the refurbishment contract. The Directors have rejected this proposal; it is therefore no longer an option. Temporary toilets are being priced in the current contract.

Cllr. P Wade arrived at 7.48p.m.

1239.6. The Town Clerk stated the Council need to consider a previous report on the Medium and Long –term future of the TIC building. The Town Clerk circulated a further updated report on the available options and to finalise plans for 2008/09 and beyond.

Medium Term from 1<sup>st</sup> March 2008 – 31<sup>st</sup> December 2009.

The medium term covers the period prior to Easter which is earlier in 2008 in March, until the end of the following year in December. This period would cover two full seasons of the TIC.

The main issues relating to the TIC are as follows:-

1. Does the Town need a Tourist Information Centre?
2. If it does, then is it sustainable in the current location?
3. Can it be delivered elsewhere in a more cost effective way?
4. Are there other alternatives to consider both now and in the future?
5. Is tourism changing with internet technology and other methods of communication?

The problem for the Town Council is that the answer to all of those questions is YES. There may be personal opinions that stumble on question 1 and answer NO making all the rest irrelevant. But if that could be put aside to consider the following in the knowledge that the District Valuer has now valued the premises in terms of rentable value. It could produce an income of £3,750 if let commercially, £2,600 if let as shared space with the TIC remaining in situ. With those figures in mind, the Council now can progress to consider some firm recommendations for policy and viable options for a Tourist Information Service. The options have been developed with a view to the Town Council not sustaining the Tourism Service with an annual grant.

Previous considerations were as follows:-

- TIC - To develop a service level agreement that could be offered for tender in the Medium and/or Long Term or be subject to negotiation, depending on which final options the Council agree upon.

- TIC - To continue to explore the possibility of the Town Council's strategic role in overseeing a Tourist Information Centre, thus providing a service for the town.

**AMENDED TO:-**

agree to develop a service level agreement for a Tourist Information Centre to be delivered initially in the period 1<sup>st</sup> March 2008 to 31<sup>st</sup> December 2009. For a fixed annual fee of £1,500 + a further allowance of £1,000 towards stationery etc, subject to RPI increases.

**It was unanimously agreed to develop a service level agreement for a Tourist Information Centre to be delivered initially in the period 1<sup>st</sup> March 2008 to 31<sup>st</sup> December 2009. For a fixed annual fee of £1,500 + a further allowance of £1,000 towards stationery etc, subject to RPI increases.**

agree to produce a Strategic Tourism Policy for the Town Council for the initial period of 1<sup>st</sup> March 2008 to 31<sup>st</sup> December 2009 and for the longer term from 1<sup>st</sup> January to 31<sup>st</sup> October 2010. The Town Clerk to work with the Town Group to bring a draft document for approval this would include an action plan.

**It was unanimously agreed to produce a Strategic Tourism Policy for the Town Council for the initial period of 1<sup>st</sup> March 2008 to 31<sup>st</sup> December 2009 and for the longer term from 1<sup>st</sup> January to 31<sup>st</sup> October 2010. The Town Clerk to work with the Town Group to bring a draft document for approval this would include an action plan.**

The options for the future of the TIC are as follows:-

- a) The current tenant has an agreement until the end of February 2008. His preferred option would be to have a lease for the whole building currently occupied by the TIC and a local Taxi Company. If the Council went for this option, then they would receive a rent of £3,750, the tenant would be responsible for paying utility bills for light, heat and telephone, also Business Rates. However, it would leave the Council with the problem of where to locate a TIC service elsewhere in the Town. The Council could advertise or approach potential businesses or community groups direct, with the incentive of offering to pay for a service at £2,500 to be delivered to a required standard. This would leave a balance of £1,200 that could be set aside for future building maintenance as the Town Council would need to fulfill the role as landlord.
- b) The current tenant has indicated that his second choice would be to operate in a similar way to the present arrangement in a shared space, but to provide an enhanced service due to the service level agreement prepared by the Town Council. The Council would receive a rent of £2,600 but would pay the Taxi Company £2,500 to deliver the TIC service. This would leave a balance of just £100 that could be set aside as building maintenance as the Town Council would need to fulfill the role of landlord. The tenant (Taxi Company) would be responsible for paying all utility bills for light, heat and telephone, also business rates.

- c) The current tenant has also indicated that if the Council decide to put the tenancy out to tender then they would be interested in submitting a tender. This of course would be his third choice. The option of going out to tender either for the whole or shared space could realize a larger income for the premises. The current tenant is also interested in the cleaning contract for the toilets, if the Council choose to put the premises out to tender, this may compromise the possibility of combining the services. Unless the Council choose to put the cleaning contract out to tender at the same time, thus allowing all issues relating to the whole building to be considered together.

Following a lengthy discussion there was a consensus which dismissed Option C and therefore it became a straight choice between Option A and Option B.

**It was agreed by consensus to dismiss 'Option C' and with 5 votes for 'Option A' and 4 votes for 'Option B' it was resolved to accept 'Option A'.**

1239.7 Correspondence from The Norfolk and Norwich Association for the Blind has been circulated to all Councillors with a second request requesting grant funding via Section 137. The first request was turned down under the Council's current policy of supporting only local charities. He argues that they are a local charity, identifying 74 registered blind or partially sighted people in Swaffham. Various activities of the charity carried out locally including the setting up of a Blind Club in Swaffham in July of this year at the Community Centre. It was suggested to make a contribution of £100 to the Norfolk & Norwich Association for the Blind.

**It was agreed with 7 votes for to make a contribution of £100 to the Norfolk & Norwich Association for the Blind.**

1239.8. The Town Clerk reported the grass cutting contract has now been set up for the Baptist Church and will feature as part of the monthly payments and reimbursements. A letter has been circulated from the Baptist Church relating to this, thanking the Council for arranging it on their behalf.

1239.9. A letter has been received from the Planning Department at Breckland Council regarding the signs erected by representatives of the Royal British Legion Swaffham Branch at the War Memorial. The signs were recognising the work of the volunteers and require advertising consent at a cost of £37.50; Cllr. Harman stated he has spoken to the Royal British Legion, the views are for the commercial signs to stay in place for only 3-4 months, but for the one naming the volunteers to remain. It was suggested for the Town Clerk to speak to Breckland Council relating to the advertising sign in regards to the retrospective application.

**It was unanimously agreed for the Town Clerk to speak to Breckland Council relating to the advertising sign in regards to the retrospective application.**

1239.10. A request to consider a litter bin from Mrs. D. R. Waite in alleyway leading from Partridge Grove through to Watton Road was circulated to all Councillors.

**It was unanimously agreed to purchase a litter bin for the alleyway leading from Partridge Grove through to Watton Road**

1239.11. A request has been circulated to all Councillors from The Breckland Christian Fellowship to provide a Christmas Tree and permission to stage a 'Carols around the tree' event on Friday 21<sup>st</sup> December 6 – 7pm.

- i) The Town Council to provide a Christmas Tree at a site in the town centre area with electricity supply.

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- ii) The Mayor or a representative from the Town Council, to switch on its lights at an appropriate time during the carols.
- iii) The town's churches to provide choir/singers around the tree and church leaders to do readings/prayers etc.
- iv) Breckland Christian Fellowship is willing to provide all advertising for the event.
- v) The possibility of the Assembly Rooms being provided free of charge for 1 hour after the event for anyone to come in for refreshments/mince pies. The refreshments will be provided by the town's churches.
- vii) If the tree was located near or on the Buttercross could an electricity supply be available for amplification for the choir and band.

Following a discussion it was suggested the Town Council would provide a Christmas Tree with Lights up to £200, the Mayor would switch on the lights and the Town Clerk to speak with Icenis with regards to using the Assembly Rooms free of charge.

**It was unanimously agreed the Town Council would provide a Christmas Tree with Lights up to £200, the Mayor would switch on the lights and the Town Clerk to speak with Icenis with regards to using the Assembly Rooms free of charge.**

1239.12. The Town Clerk stated in order to tidy up the terms of the leases to Icenis Partnership and Swaffham Museum Ltd the Town Council need to decide how much to charge for a peppercorn rent. Strictly according to the lease this is an annual payment, but this could be grouped together in 5 or 10 year payments if thought to be more appropriate or even a one off payment for the duration of the lease. Following a discussion it was agreed to set a peppercorn rent of £1 a year for the Assembly Rooms, Community Centre and the Museum. With the Assembly Rooms and Community Centre being dated from the start of the lease of both buildings and the Museum being dated from 1<sup>st</sup> April 2007.

**It was unanimously agreed to send an invoice for a peppercorn rent of £1 a year for the Assembly Rooms, Community Centre and the Museum. With the Assembly Rooms and Community Centre being dated from the start of the lease of both buildings and the Museum being dated from 1<sup>st</sup> April 2007.**

**1240. GENERAL CORRESPONDENCE:**

1240.1. A letter of thanks was circulated to all Councillors for information only from Royal British Legion for the contribution towards the Fakenham Band.

1240.2. Letters of thanks and e-mailed correspondence with Parallel Film & Television Productions have been circulated to all Councillors for information only.

The second series of Kingdom now completed resulted in some pleasant exchanges from the Executive Producer and the site managers on the ground. "Thanks were given for making the Kingdom cast and crew so welcome back in Swaffham. An excellent and productive time was had by all, and once again the people of Swaffham, and Norfolk in general, were so very welcoming and made our stay as comfortable as one could wish for. Once again, thanks and we look forward to seeing you for Series 3."

1240.3. A circular letter and 'Norfolk's Local Policing Summary' booklet was circulated to all Councillors for information only. Within the circular letter there was notification of the Annual Budget meeting on 24<sup>th</sup> January at the OCC in Wymondham beginning at 7.00p.m.

1240.4. A circular letter and two timetables for the Western Area Mobile Police Office was circulated to all Councillors for information only. This information is also on display at the Town Hall.

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1240.5. A copy of circular letter and guidance notes on Light Pollution from CPRE was circulated to all Councillors for information only. This is one of many information leaflets available from CPRE.

1240.6. Correspondence with Mrs. D. Dickens relating to access to Council meetings was circulated to all Councillors for information only.

1240.7. A letter of thanks from the Citizens Advice Bureau was circulated to all Councillors for information only. This related to a Section 137 grant of £150 given by the Council.

1240.8. A notification letter of an Insurance Survey from Ecclesiastical, the Council's insurers was circulated to all Councillors for information only. This was carried out by our insurers this year on 15<sup>th</sup> November, with eight requests for information to be supplied for their visit.

1240.9. A copy of Norfolk Link (NCAPTC newsletter for September) was circulated to all Councillors for information only. This newsletter was circulated separate to the meeting pack, The newsletter is from the Norfolk County Association of Parish & Town Councils.

1240.10. A notification of a Breckland Area Meeting on 13<sup>th</sup> November at Scarning was circulated to all Councillors for information only.

1240.11. A letter has been received from Mrs. L. Gayton regarding permissions for a tool shed, green house, chicken shed and soft fruit enclosure on her allotment. It was suggested to allow all the structures requested providing they are kept in good condition and are located so as not to cause any problems to adjoining allotments.

**It was unanimously agreed to allow all the structures requested providing they are kept in good condition and are located so as not to cause any problems to adjoining allotments.**

1240.12. A letter has been received from the Royal British Legion regarding proposed additions to the War Memorial and notification of a meeting between all parties on 21<sup>st</sup> November to agree wording to be engraved on the monument. A further letter and estimates have been received and circulated to the Council for consideration from Mr. E. J. Heritage. There are three estimates received and the budget price for the recommendation of a Balmoral red granite wedge is £1140, fixing on site £300 and lettering of £250 = total of £1690. It was suggested that the Council approve in principle subject to enquiring whether a contribution will be made by the Royal British Legion and the Royal Naval Association, that funding be considered at the budget meeting in December.

1240.13. Correspondence with Go-East and SCALGA regarding proposed disposal of surplus allotment land at Days Field and Shoulder of Mutton was circulated to all councillors for discussion. The Town Clerk reported he met on site at the allotments with the Chairman of SCALGA Ian Robinson, Secretary Christine Wright and Open Spaces Committee representative Sue Polaine-Leonard. The purpose of the meeting was to discuss the work in progress on the allotments and the way ahead, this would be beyond the GO East revised deadline of 23<sup>rd</sup> November.

The Town Clerk recommended that the following undertakings for the Council to be agreed:-

1) That manure be supplied to each allotment holder moving across to alternative allotment sites at an appropriate time before 30<sup>th</sup> June 2008. A choice be given of animal

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manure, fertilizer or organic fertilizer. This could be arranged through a token system via Chalk Farm and delivered to the allotment where required.

2) That sites still vacant be kept at a reasonable condition until such time that they are required by a new allotment holder. The new tenants would be given the option of having the allotment ploughed at the cost of the Council or taken on as seen. The ploughing is a one-off opportunity and would not be repeated in future years.

3) That the two remaining sites at Tumbler Hill are kept as part natural and part as turn round points for cars. This would be until such time that there is a demand in allotments, then they should be brought up to spade diggable standard.

4) That two small vacant allotments at the Shoemakers Lane site and one large vacant allotment at Tumbler Hill be levelled and used as car park or turn round areas. These could be developed in the future as communal areas to serve both allotment sites, or if demand increases could be taken back as allotments as appropriate.

5) That security gates be erected at Tumbler Hill as at other allotment sites. Improvements to accesses on Shoemakers Lane be considered by the Council as funds allow.

6) That now most heavy vehicles have completed their work at the allotments hardcore be rolled into all access areas at Tumbler Hill and Shoemakers Lane to improve the gravelled road/tracks.

**It was agreed to accept the recommendations as listed from 1-6 above.**

A written response from SCALGA has been circulated to the Council this evening. SCALGA confirms its agreement with the above mentioned proposals. SCALGA wish for four other proposals to be considered as follows:-

1) The Tumbler Hill plots adjacent to the old railway line are in places insecure and present easy access to possible interlopers. That additional fencing is required there.

**It was agreed to the additional fencing for plots adjacent to the old railway line.**

2) That the present spending, making the remaining sites reasonable for the relocation of ploholders, is not taken from the revenue due to be received at the time of sale of the land. This is seen as making up for the lack of maintenance in the past.

**It was agreed to pay this cost out of the proceeds of the sale of the allotments.**

3) That there be an undertaking by the council to establish a continuous maintenance plan for the future from revenue received from tenancies. This to include regular maintenance of the roadways, especially the cutting of grass roadways.

**It was agreed that the Town Council establish a continuous maintenance plan for the future from revenue received from tenancies.**

4) That there be an undertaking to make substantial improvements to the town's allotments in future using some of the vast sums of money expected from the sale of two sites. This is in accordance with Section 32 of the Smallholdings and Allotments Act 1908 requiring that any revenue obtained from the sale or exchange of allotment land be spent on discharging debts associated with the acquisition of allotment land, in acquiring new land for use as allotments or on improving the existing stock of allotments. These could include improved security, the provision of community huts, provision of regular skips for rubbish, provision of bays for future manure deliveries, the possible provision of wood chip pathways. Model allotments would also possibly have toilets, sheds and water butts.

**It was agreed in principle for the Council to invest a substantial sum from the sale proceeds in allotment regeneration. The amount and details to be discussed fully at the Budget meeting.**

the budget meeting in December. To further undertake that the Open Spaces Committee work with SCALGA on an allotment review to determine how the allotments can be fully regenerated and use maximised in the foreseeable future.

1240.14. The Clerk reported a further letter has been received from Sue Polaine-Leonard (7 pages) which has been circulated this evening following on from the site meeting where she has made constructive comments. There are a number of issues which need to be discussed at the December meeting relating to her current allotment at Days Field, but the Council have not had sufficient time to digest the content. It was agreed in order to do the issues and the letter from Sue Polaine-Leonard justice it should be deferred to the next meeting.

**It was unanimously agreed in order to do the issues and the letter from Sue Polaine-Leonard justice it should be deferred to the next meeting.**

1240.15. A letter was circulated to all Councillors regarding Swaffham Community Hospital from Christopher Fraser M.P. also to receive notification of a forthcoming meeting with the PCT. The proposed meeting with the PCT is on Friday 23<sup>rd</sup> November at 3.30pm in the Town Hall, this meeting is not open to the public or press.

1240.16. A letter of request has been received from the Swaffham Business & Retail Forum notifying the Council of their formation and requesting permission to use the Buttercross on 6<sup>th</sup> and 7<sup>th</sup> December 2008 for a Christmas Festival. It was agreed to approve this request.

**It was agreed for the Swaffham Business & Retail Forum to use the Buttercross on 6<sup>th</sup> and 7<sup>th</sup> December 2008 for a Christmas Festival.**

A letter which was sent from the Clerk congratulating the Forum for establishing a much needed organisation to represent the business community in the town was circulated to all Councillors.

1240.17 To receive and consider request regarding a tool shed and a green house on an allotment from Mr. P. Darby. It was agreed to approve the erection of a tool shed and a green house for Mr. Darby.

**It was unanimously agreed for Mr Darby to erect a tool shed and green house on his allotment.**

**1241. REPORTS FROM COMMITTEE Chairmen/Councillors::**

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
<b>1241.1 Finance &amp; General Purposes Committee</b>	3 <sup>rd</sup> October 07	5 <sup>th</sup> Dec 07	N.B. The next Finance meeting is the Budget meeting.
<b>1241.2 Open Spaces &amp; Amenities Committee</b>	7 <sup>th</sup> Nov 07	23 <sup>rd</sup> Jan 08	Recommendation to consider changes to Honorary Citizen criteria and annual Citizen of the Year Competition.  The Open Spaces & Amenities

<p><b>Page 698</b></p>			<p>Committee recommend that the length of time resident in Swaffham is reduced from 25 to 5 years for the Honorary Citizen. This would feature again in the In Touch newsletter in January and a decision to be made at the February Council meeting. One Honorary Citizen is honoured in a four year term or two in exceptional circumstances. Cllr. C Gunner proposed and Cllr. S Lister seconded the length of time resident in Swaffham is reduced from 25 years to 10 years for the Honorary Citizen.</p>
			<p><b>It was agreed with 5 votes for the length of time resident in Swaffham is reduced from 25 years to 10 years for the Honorary Citizen.</b></p>
			<p>The Open Spaces &amp; Amenities Committee recommend that the annual Citizen of the Year would simply be chosen from nominations sent in by the public or by organisations wishing to recognise one of their members. Publicised in the January newsletter for achievements in the previous calendar year. i.e. Jan 08 would be for 2007. It would be a simple presentation of a certificate at the Mayor's annual reception each year.</p>
			<p><b>It was agreed not to have a not to have a Citizen of the Year.</b></p>
			<p>Cemetery query from Patricia Lacey regarding whether the family are allowed to plant bulbs or shrubs and if free standing memorial vases can be placed within the curb stone, also query regarding grave space purchasing. Committee members were going to visit the Cemetery and make a recommendation.</p>
			<p><b>It was agreed the planting of shrubs and bulbs is not allowed but a free standing memorial vase is permitted within the grave surround.</b></p>
<p><b>1241.3 Planning</b></p>	<p>1<sup>st</sup> Oct 07</p>		

<p><b>Page 699</b>  <b>1241.4</b>  <b>Recreation</b>  <b>Ground</b>  <b>Committee</b></p>	<p>7<sup>th</sup> Nov  07</p>		<p>Peoples Millions Grant – WE NEED YOUR VOTE on the 27<sup>th</sup> Nov – ITV Anglia News 6pm</p> <p>Filming takes place on the Rec on Wednesday 21<sup>st</sup> November at 10.30am. PLEASE come along to watch or be a part of trying to bring this funding home for Swaffham and the Sensory Garden Project, it is worth £80,000 to the town.</p> <p>It all hinges on the public vote by telephone on the day of the television programme which is the following Tuesday 27<sup>th</sup> November. It is on at 6pm on the Anglia TV news. The number will be published in the Daily Mirror and on the ITV website but not until the morning of the 27<sup>th</sup>, voting will be from 9am – 12 midnight. If anyone wants to lend a hand please let the Deputy Town Clerk Michelle or myself know at the Town Hall. We need people delivering leaflets with the phone number on the day. Swaffham's project is up against the Norfolk Deaf Association.</p> <p>Monday to Thursday eight projects will be head to head in our region with a winner declared the following day. On the Friday a further winner will be declared from the best of the four runners-up. This would be announced on the Anglia TV news programme at 6pm that evening. So please pick up the phone WE NEED YOUR VOTE.</p>
<p><b>1241.5</b>    <b>Town</b>  <b>Group</b></p>	<p>15<sup>th</sup> Oct  07</p>		
<p><b>1241.6</b>  <b>Personnel</b>  <b>Committee</b></p>	<p>19 Sept  07</p>	<p>24<sup>th</sup> Oct  07</p>	<p>Personnel training Thursday 4<sup>th</sup> October 9.30am – 12.30pm at Downham Market</p> <p>The Town Clerk is meeting with Terry Wilshin the Employment Law Consultant regarding updating our Grievance and Disciplinary procedures. There will also be other areas where we will seek his advice such as updating contracts of employment to ensure we are compliant with the law.</p>
<p><b>1241.7</b>    <b>Market</b>  <b>Committee</b></p>	<p>30<sup>th</sup> Oct  07</p>	<p>23<sup>rd</sup> Jan  08</p>	<p>Promotion of the auction on 17<sup>th</sup> Nov. To receive copy of letter from Swaffham Business &amp; Retail Forum regarding proposed auction.</p>

At the Town Council meeting last month the Council made a decision to go ahead with the proposed auction on Saturday 17<sup>th</sup> November situated in the Town Pit.

In general it is seen as a very good thing not only for the Market but for the Town. There has been concern expressed by Mr. Parker regarding the close proximity of the Jewellery Workshop. In fact though the marquee will be located 5' from the bollards in that area and will not obscure as much as the ordinary market traders who usually occupy the Town Pit. Additional signage has been arranged for the Jewellery Workshop. Care is being taken on managing the vehicular movement in that area to and from the auction site. The main concern was that the marquee would be placed in position on the Friday afternoon with a loss of 6 car parking spaces from 1pm. Permission has been granted by Breckland Council. The Town Council will be monitoring the two hour parking limit on the car park on Friday 16<sup>th</sup> and this should help to free up parking spaces.

The traders at the Market Committee meeting all wanted the auction again and in an ideal world to use the area in front of the Greyhound so that they would not have to move around. Everyone agreed that the new auctioneer Karl Bennett should be given all the support he needs to succeed. He is committed to three auctions and as each one takes place there may be adjustments necessary to make this work. It is important now that we focus on promoting the fact that we have an auction on 17<sup>th</sup> November, our Market has suffered because it hasn't been there. In general the Town Council want more people in the town on the Saturday so that all the businesses and the market traders do well. This is good for the town's economy.

A letter was circulated to the Council at the meeting from Swaffham Access Group, who had expected to be consulted about parking bays. They have asked for confirmation that the proposed

<b><u>Page 701</u></b>			marquee would not encroach upon the normal footway. The Council confirmed this.
<b>1241.8 Youth Council</b>	29 <sup>th</sup> Oct	26 <sup>th</sup> Nov	The Deputy Town Clerk gave a detailed report at the last meeting, things are still on course for the Youth Council to be up and running in February 2008.

1241.9. Cllr. S Lister requested for the Rules and Regulations for the Cemetery to be placed on the agenda for the next Full Town Council meeting.

### **1242. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

1242.1. Notification of the siting of a paper recycling bank at the Community Centre was circulated to all Councillors.

1242.2. It was reported the Icen Partnership are organising a Beach Day on the Market Place next year. Cllr. S Lister stated she is a Director and did not know anything about the sand, during a further discussion concerns were raised relating to the issue of sand going down the drains and insurance. It was suggested the Town Clerk contact Icen to request details.

**It was agreed the Town Clerk contact Icen to request details.**

1242.3. Icen Partnership - Details of Swaffham Information Surgery at the Community Centre were circulated to all Councillors. Cllr. S Lister reported this was not discussed at the Icen directors meeting, she feels uncomfortable about this and would have liked to have been consulted. Councillors have raised a couple of concerns in respect of the Information Surgery which also takes in Council queries and has the Citizens Advice Bureau. Both are services provided at the Town Hall.

### **1243. BRECKLAND COUNCIL.**

1243.1. A letter was circulated to all Councillors for information only to Breckland Council stating an alternative name of 'Peddars Rise' was put forward within the statutory time frame following consultation with the Mayor and Deputy Mayor.

1243.2. A copy of 'Breckland Community News' Autumn issue has been circulated to all Councillors for information only.

1243.3. There are five locations for the small recycling bins to be situated around the town centre. Photographic examples have been circulated to Councillors for information only.

1243.4. A response was circulated to all Councillors for information only from Ray Johnson who advises that the toilets are cleaned every morning, and inspected during the day with cleaning as necessary at the second point. He agreed that the smell of the toilets is not pleasant, but felt that it is unlikely to be rectified until such a time as the major refurbishment is carried out.

1243.5. It was reported there is a late e-mail received giving an amended position for some of the small recycling bins (listed at 12.1(c) The site adjacent to Mr. Chips/Forbuoys has been agreed by Andrew Gayton the Historic Buildings Officer and Jason Glasspoole

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the local highway engineer. Breckland Council will also be providing a new litter bin to go alongside the recycling bins.

1243.6. A letter has been circulated to all Councillors in respect of the Local Government Review – 20<sup>th</sup> November – Councillors have been invited to a workshop at Elizabeth House, Dereham (Anglia Room) 5.30pm – 7pm to discuss the review. The Town Clerk requested for any Councillors who wish to attend to let him know.

1243.7. A letter has been circulated to all Councillors for an opportunity to comment on a chosen name of 'Church Spinney', they can agree, object or put forward an alternative. Following a discussion it was agreed for the chosen name of Church Spinney.

**It was agreed with 5 votes for to accept the chosen name of 'Church Spinney'.**

1243.8. An application was circulated to all Councillors by the White Hart, 2 London Street to use part of the Highway to place 2 tables for the purposes of providing refreshment facilities for customers of the White Hart. Following a discussion the Town Council objected to this application on grounds that older people feel intimidated, there is already seating at the rear which could be used.

**It was unanimously agreed to object to this application on grounds that older people feel intimidated, there is already seating at the rear which could be used.**

1243.9. A response was circulated to all Councillors from the Chief Executive Trevor Holden to the issues raised at the September meeting where he was in attendance.

The four issues were as follows:-

i) Signs – historic buildings – Assembly Rooms

Iceni Partnership erected a plastic sign on the outside of the Assembly Rooms without planning permission and retrospective consent was not granted. However, Andrew Gayton Historic Buildings Officer, did advise Iceni that an application for appropriate signage would receive approval.

ii) Travellers on site at Ecotech

The suggestion that a tenant or occupier on site would be prepared to fund an operator and a person to provide 24 hour surveillance is highly unlikely as most of the companies on the site are relatively small with the exception of Mansell and Waitrose, both of the large companies. However, as the sale of the site between Waitrose and Ecotech Centre is currently with solicitors and will be the new Police Western Headquarter, the traveller problem at this site should be a short term problem.

iii) Travellers' sites

A recommendation is that Breckland require one further long stay site with 13 pitches. This will be covered by LDF – The current thinking is that this should be on the A11.

iv) Transfer of Play Areas

Having spoken with the Town Clerk, it was understood that he had a meeting with Joe Liggett with a hope of finalising details. The lack of plans probably related to toilets, which have now been provided, together with specification.

1243.10. Notification of 'Breckland Council Open Evening' at the Assembly Rooms on Monday 3<sup>rd</sup> December from 5.30pm – 8.00pm was circulated to all Councillors.

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The invitation has been received for the Chairman and members of all Town and Parish Councils to an open evening at the Assembly Rooms for Breckland Council. This is being done as a drop in event. The Town Clerk and 10 Councillors agreed to attend the 'Breckland Council Open Evening'.

**The Town Clerk was instructed to inform Breckland Council that the Town Clerk and 10 Councillors agreed to attend the 'Breckland Council Open Evening'.**

1243.11. It was reported the results from the Audit Commission showed Breckland as the most improved performer, 87% of their performance indicators had been met. Breckland are the 8<sup>th</sup> most important for customer satisfaction.

1243.12. It was reported the Icen Brewery has a new beer, named Breckland Hero.

## **1244. NORFOLK COUNTY COUNCIL.**

1244.1. A letter was circulated to all Councillors for information only from Mrs. Howard regarding pot holes in Bears Lane was passed onto the County Council and the Countryside Access Development Officer has responded. He states that the path is suitable for public use which is pedestrian, cyclists and horse riders. There is private vehicular use along the lane which is the cause of the pot holes. There remains an obligation on those using the lane in vehicles to repair the damage they help to cause.

1244.2. Notification of road closure from 26<sup>th</sup> November for 4 weeks for the C122 – Beachamwell Road was circulated to all Councillors for information only. This is a standard notification of a road closure in Beachamwell Road.

1244.3. A circular letter regarding the Sale of Age Restricted Products was circulated to all Councillors for information only. This is a standard circular letter for information. Further information is retained in a pack at the Town Hall.

1244.4. A copy of 'Norfolk Matters' the newsletter of the County Council September 2007 was circulated to all Councillors for information only.

1244.5. A copy of the 'Environment Operations Newsletter' September 2007 was circulated to all councillors for information only.

1244.6. Notification of A1065 Swaffham to Brandon signing/access improvements commencing work on 12<sup>th</sup> November 2007 was circulated to all Councillors for information only.

1244.7. Late notification relating to Bus Stops infrastructure improvements, has been received of improvements to the bus stop at Waitrose. These details have been circulated to the Council at the meeting for information only.

1244.8. A letter to consider 'Breckland Bus Stop Clearways' scheme and change of restriction at Brandon Road Hammond's High School – Mott MacDonald. It was agreed there are no objections to the Bus Stop Clearways and change of restriction at Brandon Road Hammond's High School.

**It was agreed there are no objections to the Bus Stop Clearways and change of restriction at Brandon Road Hammond's High School.**

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1244.9. Correspondence was circulated to all Councillors relating to Hanging Baskets on Street Lighting columns, also a report from the Town Clerk following a meeting with Head of Highway Operations Mr. John Longhurst and a proposed meeting with Mr. Chris Sugars. The correspondence is quite comprehensive answering the points raised by the Town Clerk. The proposed meeting with Chris Sugars has been arranged for 22<sup>nd</sup> November. This is to discuss the following:-

- Identify any columns which can be used
- Explain the testing regime relating to the strength of the column
- Possibilities for the future with the PFI regime

Discuss with the Town Council, on site, if any problems were identified

- Discuss the availability of a map showing light ownership

The aim now is to draw a line under this issue, and move forward together to a productive working relationship.

**1245. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

**1245.1** Monday 26<sup>th</sup> November 2007 - **Youth Council** at 6.30pm (*Town Hall*).

**1245.2** Wednesday 5<sup>th</sup> December 2007 – **Finance & G.P. Committee BUDGET** – 7.00pm (*Assembly Rooms*).

**1245.3** Wednesday 12<sup>th</sup> December 2007 – **Full Council** at 6.45pm (*Assembly Rooms*).

**1246. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1246.1. A discussion took place relating to the tenders for refurbishments of the Public Toilets. It was agreed for Cllr. T Jennison, Cllr. P Wade, Cllr. C Baker, Cllr. D Harman and Cllr. S Matthews to meet with the Town Clerk on Monday 26<sup>th</sup> November 2007 at 9.15a.m. to open the tender documents, with delegated authority for a smaller group to make the decision.

1246.2. A discussion took place relating to the work load of the Town Clerk, to ease this situation it was agreed for an extra 2 hours to be added to the Assistant Town Clerks and the Clerical Assistant contract.

1246.3. A discussion took place with regards to the Project Officer, it was agreed to issue a contract for a further year.

The Meeting Closed at 9.30p.m.

Chairman .....

## Appendix 1

Speed Awareness Signs through the town – Norfolk County Council is looking at the issues raised.

Swaffham Leisure Centre compared to Watton Leisure Centre – Plans on the horizon for Swaffham.

Swaffham Sensory Garden – People's Millions Programme, 2 projects per night, 10 votes each at 10p a time.

Brandon Road Development – Minutes for public to see will be made available to see Council's concerns.

Parkwood/Breckland Agreement – Councillors have seen it, contact Breckland to see a copy.