

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 10th January 2007 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr A. Greaves

Councillors: - Mrs C. Baker, Mr D. Butters, Mrs P Buxton,
Mrs T. Jennison, Mrs S. Lister, Mrs F. Mann,
Mr F. Sharpe, Mr I. Sherwood, Mr J. Stockdale,
Mr L. Wise.

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

Public: - 12

1086. APOLOGIES & REASONS FOR ABSENCE.

1086.1. Cllr Matthews. (illness)

1086.2. The Deputy Mayor welcomed Cllr William Nunn, Mr Ray Johnson and Mr Joe Liggett from Breckland District Council. They attended the meeting to talk to the Council about play areas but the Council were invited to talk about public toilets. The Deputy Mayor requested item 4 on the agenda be brought forward for discussion.

It was agreed to change order of the agenda to allow the following report.

1087. REPORT ON PLAY AREAS & PUBLIC TOILETS

1087.1. Report given by Cllr William Nunn, Leader of Breckland Council and Mr Ray Johnson, Property Manager for Breckland Council.

a) PLAY AREAS

“For many years Breckland has looked after the play facilities and toilets in the town. There is a disparity whereby most of the villages look after their own. We need to give you control of your own assets and open spaces so you can decide what you want, where you want it etc. We are mindful there would be a financial burden put on the Town Council. The proposal to you is the same as what we are offering to all the other Town Councils in the district. There are two play areas in Swaffham, 1 in New Sporle Road and 1 in the Oakland’s.

The proposal is to give: -

- *£2400 every year for the next 30 years.*
- *For the next 8.5 years there is a contract with Serco who look after the play areas and cut the grass. We will still pay for that for the following 8years. The ownership and responsibility of the play areas will be with the Town Council.*
- *£35,000 commuted sum for Pedlars Green when it is handed over.*

Anything over 25 houses there is a 106 agreement to put a sum of money aside for the benefit of the town, we would like to put that down to one house, an amount of money will come to the town council for you to use. There is money set in our budget this year to have a 106 officer to help parish councils. This is to make sure the money comes

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across from the developers. All play areas were inspected by ROSPA in August, Serco carry out an inspection every week and a report is carried out each week."

Cllr Nunn took questions from the members of the Town Council.

Cllr Mann – Where will the money come from?

Cllr Nunn – There will be a charge per house on the developer and along with the District Valuer it will be decided what sum is appropriate for that development. That money will then be passed straight to you and you will decide what it is used for.

Cllr Sharpe – I understand that there is an 8.5 year contract with Serco for maintenance. When will the £2400 payments start?

Cllr Nunn – As soon as the Town Council take it on during the 8.5 years. There will be a period after the 8 years where the Serco contract would have to be tender for.

Cllr Sherwood – Is there any reason why we couldn't have the sum as a lump sum?

Cllr Nunn – The advice from our legal team is that a commuted sum has to be made in a lump sum.

Cllr Sherwood – Could it could be stacked such as in the 30th year it could be £1 for instance?

Cllr Nunn – There is £240,000 lottery funding allocated to the Breckland area for this year. This is something we could help parish/town councils with.

Cllr Butters – There is a 3rd playground that is owned by the Town Council. Can you give us any money for that?

Cllr Nunn – We can help you bid for a grant for that.

Cllr Buxton – When is the 106 officer likely to be in place?

Cllr Nunn – We still have our budget meeting to take place but it could be as soon as a month after April depending on the applicant and the amount of notice to be given.

b) PUBLIC TOILETS

"We will refurbish the toilets and give £175,000 to the Town Council. One of the other proposals would that you don't have to have the public toilets as public loos. There could be a possibility that premises in this town, if given a sum of money, would open up their own premises available to the public to use their toilets such as a coffee shop, that is something the Town Council would have to explore. If that is the case we will still give the Town Council £275,000 however you choose to provide public toilets."

Cllr Butters – Our toilets are opened at very early hours on a Saturday also on a Sunday. If they went to a coffee shop would they be prepared to open that early?

Cllr Nunn – I don't know, I don't know the businesses as well as you do. You have to think out of the box to address the issues we have.

Cllr Stockdale – We would like the £275,000 and keep the toilets where they are.

Cllr Nunn – We would do them up and give you £175,000.

Cllr Lister – Would there be any problem if we wanted to charge for use of the toilets?

Cllr Nunn – They would be yours so it is up to you.

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The Deputy Mayor at this point thanked the leader of Breckland District Council Cllr Nunn, Mr Ray Johnson and Mr Joe Leggitt for attending the meeting.

1088. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 1088.1. Cllr Butters declared an interest on items 1094.6, 1095.5 and 1100.2.
- 1088.2. Cllr Lister declared an interest on items 1094.6, 1095.5 and 1100.2.
- 1088.3. Cllr Baker declared an interest on items 1094.6, 1095.5 and 1100.2.
- 1088.4. Cllr Stockdale declared an interest on items 1100.5.

THE MEETING WAS ADJOURNED AT 7.11p.m.
THE MEETING WAS RECONVENED AT 7.19p.m.

1089. MAYOR'S REPORT.

1089.1. The Deputy Mayor reported on some of the tasks she had attended in the past month in the absence of the Mayor.

1089.2. Saturday 23rd December – Mayor and Deputy Mayor walked around the market with the Market Superintendent to deliver port and minces pies to all the stallholders. This was very well received.

1089.3. Monday 25th December – The Deputy Mayor visited the hospice, the community hospital and all the community homes in Swaffham. A Councillor offered some money for me to take round a box of biscuits to each place.

1089.4. On the last night of production Deputy Mayor watched the Swaffham Players perform their play.

1090. POLICE REPORT

1090.1. Since the 13th December the number of crimes in Swaffham totals 51. These include: – making off without payment, deception, robbery, burglary, other theft, computer crime, possession of class c drugs, common assault, criminal damage, vehicle damage, criminal damage other, assault on police officer, burglary dwelling.

1090.2. PC Partridge gave a report relating to the Safer Neighbourhood Policing and Inter Agency Group meeting on Monday 18th December

“I hoped to explain the elements of the Safer Neighbourhood Policing meeting that was held, the clerk was invited and did attend. The next meeting is next Monday; this is a key element in policing. The government has described it as Neighbourhood Policing Norfolk, it changes the way policing is conducted in England. A map of the area that it covers was circulated to Councillors. This will come fully operational on the 1st March which revolves around the key wards of the Breckland District. The Safer Neighbourhood team stands at two as it has done for the past two years, the downside is that is now has more parishes. It is dealing with the day to day issues that bug the public such as anti social behaviour etc. The joint agency meetings aim to establish what the core issues are. Regular updates of minutes will be give via your clerk. There will be a meeting per month of the members, a joined up approach of policing with all members of the community.”

PC Partridge then took questions from Councillors.

Cllr Sharpe – In the future can we anticipate having another PCSO in Swaffham?

PC Partridge – By February/March it is hoped to have one.

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Cllr Sharpe – I was told Norfolk police was being reduced by £1million.

PC Partridge – The government has reduced PCSO – each member still has to have a minimum of two to make it viable. From Monday we are having our shift changed to 4 days on to 3 days off and then 3 days on and 4 days off. This is purely the Safer Neighbourhood Policing, not a response officer. When we are off there will not be any neighbourhood policing until we get more officers. You still have a core group of police officers at Swaffham who will respond to duties.

Cllr Lister – There is a problem at Hamonds with children using scooters.

PC Partridge – This has been dealt with.

Cllr Lister – They are on the main road in front of Hamonds turning round and then going up by the cemetery and turning there between 3pm – 3.20pm.

PC Partridge – We dealt with today people on scooters in the grounds of Hamonds, I will check into the area outside Hamonds.

The Deputy Mayor thanked PC Partridge for his report.

1090.3. A discussion took place regarding the Swaffham Interagency Group and whether it should be the Clerk who attends, a Councillor or the Clerk and Councillor. PC Partridge pointed out that this group is for practitioners who will meet at 10am once a month; they would be tasked to do something within their field.

It was agreed for the Clerk to attend the Interagency Group meetings but a Councillor to attend if available.

1091. MINUTES

1091.1. The minutes of the Full Town Council Meeting of Wednesday 13th December 2006, amendments -.see *form* - Following these amendments the minutes were signed as a true record by the Chairm

1091.2. A discussion took place an.

regarding the implementation of a Declarations of Information form for Councillors to fill in and hand to the Deputy Clerk at the end of a meeting.

It was agreed to carry on with how the Declarations of Interest are presently recorded.

1092. TOWN CLERK REPORT:-

1092.1. Electricity connection to the Buttercross.

The Assistant Town Clerk and the Town Clerk met with Breckland Council Historic Building Officer Andrew Gayton on December 14th regarding the electricity supply to the Buttercross and the different options open to the Council. He advised that the safest option would be to dismantle the steps leading up the Buttercross insert the electrical cable and refit the steps. He suggested the work should be carried out by a company such as A.J. Woods & Fairhaven, he would require a methodology statement to establish that care is being taken so as not to damage the Buttercross in any way. The Town Clerk then arranged to meet on site with Alastair Aitken shortly before Christmas and conveyed the details to Icen Partnership who were funding the electricity supply. All these meetings confirmed that it would not be possible to establish the supply prior to Christmas. The supply is ready from EDF Energy to the foot of one of the Buttercross columns. Icen Partnership have confirmed that the additional expense would be covered. This is in the region of £1,800.00 + Vat. Confirmation has just been received from Andrew Gayton that the proposed work is acceptable and can be undertaken without the need of formal statutory approval

1092.2. Swimming Pool Land Purchase.

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The funds are in place for the land purchase to proceed. The Clerk has been informed by Ray Johnson that the legal documents are being drawn up by Breckland Council in respect of the access to the site. The Town Council's solicitor has been given instructions to complete the preliminary exchanges. The finer details of the negotiations will be revealed to the public in due course, but things are now moving forward.

1092.3. On-going business.

When the Assistant Clerk and the Town Clerk met with Andrew Gayton last month advice was taken on two outstanding issues. The first issue was the notice board that is to be donated by the Rotary Club. Mr Gayton would oppose the preferred location on the gable end of the Assembly Rooms, but came up with an alternative that is agreeable to both the Rotary Club and Iceni Partnership. This is on the wall of the new ramped entrance facing towards Woolworth's. A purpose built board would be 1.7metres wide by 1.9metres high to fill the space available. Iceni have agreed to move the cycle rack. Listed building consent will be required. The second issue was the symmetrical notice boards at the Town Hall, the Clerk reported on this at item 1096.3.

1093. PLANNING/DEVELOPMENT CONTROL:

1093.1. Notification of Decisions from Breckland Council:-

3PL/2006/1509/A Consent to display advertisements granted for externally illuminated sign. Nationwide, 5a Market Place.	3PL/2006/1650/F Planning permission granted for an extension to dwelling. 8 Nelson Crescent. Mr. S. Garrod & Ms. L. Merrit.
3PL/2006/1560/F Planning permission granted for two storey side extension, porch and conservatory, detached games room and garage. 40 King Street. Ms L. Dahl.	3PL/2006/1548/F Removal of existing conifer boundary and replace with 1.8m high fence with a further 0.6m of trellis. 14 Coronation Grove. Mr. J. Boddy.
3PL/2006/1620/F Planning permission granted for rear and front extensions. Tumble Toft, Tumbler Hill. Mr. & Mrs. P. Willis.	3PL/2006/1648/F Planning permission granted for proposed rear dormer to serve bedroom loft conversion and new entrance porch. 26 The Southlands. Mr. C. Smith.
3PL/2006/1549/F Planning permission granted for the erection of six houses with associated garaging and access road. Land South of Norwich Road. Walnut Farm Developments Ltd.	3PL/2006/1622/F Refusal of planning permission for conversion of existing coach house to dwelling. Coach House, Glaisedale House, 23 Station Street. Mr. & Mrs. R. Chapman.

1093.2. Planning applications:-

3PL/2006/1291/F Raising the roof level & associated works. 1 Gordon Terrace. Mr. M. Green OBJECTION – INADEQUATE PLANS AND INFORMATION	3PL/2006/1872/F Erection of a wall (retrospective). The Norfolk Hero, 48 Station Street. Mr. Colin E. Green NO OBJECTION
3PL/2006/1731/F Installation of wind turbine secured to side elevation of building. 43 Sandringham Way. Mr. Paul Norris. OBJECTION – Cllr Sherwood proposed and Cllr Buxton seconded to object as a number of neighbours are concerned with visual impact but would like to point out the Town Council does not have a view on that) Cllr Mann proposed and Cllr Jennsion seconded an amendment to object on the grounds of the visual impact it will have on the community in that area. The amendment was agreed with 7 votes for and 2 against. 1ST PROPOSAL WAS LOST.	3PL/2006/1849/F Erection of a glass roof conservatory. 24 Shepherds Fold. Mr. Neil Hammond. NO OBJECTION

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3PL/2006/1821/F Conversion of existing garage into annexe & erection of new double garage. NO OBJECTION	3PL/2006/1879/F New chalet style bungalow. 9 Beech Close. Mr. & Mrs. Anscombe. OBJECTION – reason as before, access to the road
3PL/2006/1905/A Erection of new illuminated bank signage including 3 projecting signs. Lloyds TSB, 61 Market Place. OBJECT – too many illuminated signs in a conservation area.	

1093.3. A discussion took place regarding a policy for wind turbines. Cllr Sherwood proposed and Cllr Buxton seconded to put this issue on a future agenda.

It was agreed to place on a future agenda for discussion the issue of a policy for wind turbines.

1093.4. Notifications of planning enforcement & TPO's

Enforcement – 46 Station Street: Advertising Sign for S W Plastics	Enforcement – 113 London Street. Rendering below window.
Enforcement – Market Place: Equity Motor & Home Insurance: Signage and unauthorised Fascia Signage.	

1094. FINANCE:

1094.1. Accounts for Payments for January 2007.

The list of Accounts for payment was circulated to Councillors. See Appendix 2.

It was unanimously agreed to accept the accounts as listed

1094.2. Information regarding Energy Efficiency was received and circulated to Councillors from

the Campaign to Protect Rural England. Information relating to an annual membership to the CPRE was also circulated to Councillors. Cllr Stockdale proposed and Cllr Buxton seconded to become members of the CPRE.

It was agreed with 1 objection to become members of the CPRE for 1 year at a cost of £25.

1094.3. Information regarding Initial Training for Clerks & Councillors was received and circulated

to Councillors. The training will take place on the 21st and 28th Feb in Norwich and 6th and 13th March at Elsing. If any Councillors wish to attend to inform the Town Hall as soon as possible.

1094.4. A request has been received and circulated to Councillors from the Citizens Advice Bureau for a financial contribution. The Citizens Advice Bureau provide a service to the people of Swaffham one day each week at the Town Hall. The service in Swaffham is expanding with 398 new clients at this past year. Cllr Lister proposed and Cllr Buxton seconded to give a donation of £150.

It was agreed with 2 against to give a donation of £150 to the Citizens Advice Bureau.

1094.5. Information regarding a NALC (National Association of Local Councils) flagship event entitled 'Shaping Communities Conference' on Tuesday 13th February 2007 in London

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has been received and circulated to Councillors. If any Councillors wish to attend to let the Town Hall know as soon as possible.

Cllr Baker, Cllr Lister and Cllr Butters left the meeting at 8.25p.m. while the next item was being discussed.

1094.6. The principle of facilitating a loan for Swaffham Museum Ltd was established and agreed at the budget meeting last month. The formal approval has to be given at the full Council meeting to start the ball rolling for this loan. The Clerk has had further talks with the new Company Secretary regarding the loan. The initial request was for £8,500 as it was thought that this money would have to come from the Council's own funds. The facilitating of a Public Works Loan effectively serviced by the Museum for whatever amount would cost the Town Council nothing. If this had been an option prior to the budget meeting, then a larger amount would have been requested. A sum of £20,000 borrowed over a longer period of 25 years would allow the Museum to keep their staff for a longer period of time which will allow them to establish charitable status and seek further continuation funding. This would help the Museum's cash-flow in the early period after re-opening to the public and there is an intention to repay the loan in a much shorter period of five years or sooner if at all possible. A lengthy discussion took place. Cllr Mann proposed and Cllr Sherwood seconded to agree to the ratification of a loan of £8500. Cllr Stockdale proposed and Cllr Buxton seconded an amendment to change the amount to £20,000 provided a legal agreement is in place.

It was agreed with 5 votes for and 3 against to facilitate a Public Works loan of £20,000 for a period of 25 years for Swaffham Museum Ltd provided a legal agreement is in place.

Cllr Baker, Cllr Lister and Cllr Butters re-joined the meeting at 8.35p.m.

1095. JUBILEE HERITAGE PLAN.

1095.1. Copies of the minutes of the Icen Partnership Directors meetings which took place on the 7th November and the 7th December were received and circulated to Councillors.

1095.2. A letter has been received and circulated to Councillors from the Icen Partnership regarding an Extraordinary General meeting to be held on the 17th January in the Assembly Rooms. This is to establish the new partnership structure, with additional appointments to the Partnership Board of Directors with new Partnership Chairman to be put forward for approval by the membership. There is also details of the first meeting of the Town Group originally intended to proceed on Wednesday 24th January. It is recommended that the meeting be postponed until 28th February.

1095.3. A copy of a draft business plan for the Icen Partnership for the years 2007 to 2010 has been received and circulated to Councillors. Cllr Sherwood had some queries over the figures within the business plan. Cllr Greaves will take his concerns to the EGM on the 17th January.

1095.4. The work on the hard standing area at the Town Hall was delayed by contractors but was finished yesterday. Veltshaws returned to the Town Hall on Monday of this week to start the snagging work in the Council Chamber and other first floor facilities, they have been working through the list right up to close of business today. The Clerk had one issue for the Council to consider regarding the replacement door and mechanism. The replacement door will be made of hard wood and the replacement door mechanism will give the option of both press button opening and manual opening. There will be no extra cost to the Council.

The new door design and materials to be used were unanimously agreed upon at no extra cost to the Council.

1095.5. Councillors who viewed the progress on the Museum project prior to Christmas were amazed at the transformation of the building. There are new wood floors in the old Council offices and the new rear Carter display room. Restoration of the original floor in the old Council Chamber which will be the new enlarged shop and occasional changing display area has taken place. The Museum Directors met yesterday to agree the opening dates; this will be before Easter.

1095.6. Advice has been sought from the Historic Buildings Officer regarding the symmetrical notice boards at the Town Hall following the proposal put forward by the Friends of Swaffham Museum previously. He would oppose any further notice boards along the frontage, but would not be against extending both current notice boards by approximately two feet.

It was agreed to alter the existing notice boards at the front of the Town Hall to be extended by two feet at no cost the Town Council.

Cllr Mann gave her apologies and left the meeting at 9p.m.

1096. GENERAL CORRESPONDENCE:

1096.1. A circular letter from the Isle of Wight Council has been received and circulated to Councillors regarding Power to the Parishes.

1096.2. A circular letter regarding Community Needs Housing from Cascade Homes has been received and circulated to Councillors.

1096.3. A circular letter regarding the Police Authorities Budget Meeting to be held on Thursday 18th January 2007 has been received and circulated to Councillors.

1096.4. A copy of the 'Norfolk Link' from NCAPTC (Norfolk County Association of Parish and Town Councils) has been received and circulated to Councillors.

1096.5.A request has been received and circulated to Councillors from the 'Save the Children' and 'Swaffham Bowls Club' to hold a stall outside the Methodist Chapel on May 19th and July 7th respectively.

It was unanimously agreed to allow the Save the Children and Swaffham Bowls Club to hold a stall outside the Methodist Chapel on the 19th May and 7th July.

1096.6. An invitation to attend Local Government International Bureau Twinning Workshop Friday 19th January 2007 at Chelmsford has been received and circulated to Councillors.

It was agreed to send the details of this workshop to the Twinning Association.

1097. BRECKLAND COUNCIL.

1097.1. A circular and Parish Council Forum Newsletter has been received and circulated to Councillors.

1097.2. Correspondence from Mr. P. E. O'Keefe regarding the state of public toilets has been received and circulated to Councillors.

1097.3. Cllr Sherwood proposed not to give a Breckland Council report due to the lateness of the meeting.

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It was agreed not to receive a Breckland Council report due to the lateness of the meeting.

1098. NORFOLK COUNTY COUNCIL.

1098.1. A notice regarding a zebra pedestrian crossing on London Street has been received and circulated to Councillors.

1098.2. A circular letter regarding a workshop on possible change to Local Government to be held on the 10th January was received and circulated to Councillors.

1099. DATES of forthcoming meetings

1099.1. Monday 22nd January 2007 at 7.00pm Market Committee (*in the Council Chamber*).

1099.2. Town Group meeting on 24th January until Wednesday 28th February 2007.

1099.3. Recreation Ground Committee 31st January at 7.00pm

1099.4. 2nd "Do you want to be a Councillor" Roadshow on 7th February 2007 – 7pm – 9pm (in the Assembly Rooms).

1099.5. Wednesday 14th February 2007 at 6.45pm Full Council (in the Council Chamber).

1100. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1100.1. An offer of a grant has been received from Icen Partnership to purchase play equipment for the Recreation Ground.

It was agreed to give delegated authority to the Recreation Ground committee to use the grant from Icen Partnership to purchase play equipment for the Recreation Ground.

Cllr Baker, Cllr Lister and Cllr Butters declared an interest and left the meeting while the next item was being discussed.

1100.2. Councillors discussed the employment of Museum Staff after the 31st March 2007.

It was unanimously agreed that Swaffham Museum Ltd would take on the responsibility of the Museum staff as of 1st April 2007.

Cllr Baker, Cllr Lister and Cllr Butters re-joined the meeting.

1100.3. The issue of public toilets and play areas in Swaffham as reported by William Nuun earlier in the meeting was discussed.

It was agreed to put on a future agenda for a full discussion.

1100.4. Correspondence has been received from the Conciliation Officer. A discussion took place regarding this. Cllr Sherwood proposed and Cllr Butter seconded to request another representative.

It was agreed to request another representative from the conciliation service to attend the forthcoming meeting.

Cllr Stockdale declared an interest on the next item and left the meeting.

1100.5. The Clerk gave a report on the information received from the District Valuer with reference to allotment land. Cllr Sherwood proposed to progress this project for options 1 and 2.

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It was agreed to progress the allotment project forward for options 1 and 2, to give tenants of those sites the notice required, to prepare the alternative sites adequately and to apply to the Secretary of State for permission.

The meeting closed at 9.45p.m.

Chairman.....

APPENDIX 1

Mr Reg Dowden – Following the report gave Mr Nunn would this money be ring fenced if it came to the Town Council or would it be used elsewhere?

Cllr Greaves – Unfortunately it would have been good to ask Mr Nunn but I would assume it would be ring fenced.

Mr Reg Dowden – Is there any more news on the community hospital?

Cllr Wise – At the moment it is on-going, it has not be decided. The impression I have been given is positive.

Cllr Sherwood – This afternoon I spoke to Sheila Childerhouse who informs me that the consultation dates is slipping. The report following the consultation would not be available till the end of January beginning of February. It is likely the report would give options for all community hospitals across Norfolk. It would be the local pct to decide.

Cllr Wise – What they have stipulated is that they would be losing beds and not the closing of beds. Our own hospital has been offered to do more things than they are doing at the moment.

Cllr Sherwood – I agree it is beds but it is beds that Swaffham wants. I would not be happy if they removed the 18 beds we have and keep the hospital open.

Mrs ??? – When you discuss the loos I hope you would discuss the police aspect of it and involve them in the discussions.