

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 14<sup>th</sup> March 2007 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mrs C Baker, Mr D. Butters, Mrs P Buxton, Mrs A. Greaves  
Mrs T. Jennison, Mrs S. Lister, Mr F. Sharpe, Mr I Sherwood,  
Mr L Wise. (Mrs F Mann 7.45pm)

Deputy Town Clerk: - Mrs M Meyrick  
Assistant Town Clerk: - Mrs R Noble

Police: P.C. A Partridge  
P.S.C.O.

Public: - 32

**1123. APOLOGIES & REASONS FOR ABSENCE.**

1123.1.. Cllr Mann (Working out of Swaffham, may be late)

1123.2. Cllr Dave Cannon who has resigned from the Council with immediate effect.

**1124. DECLARATIONS OF INTEREST – for items included on the Agenda.**

1106.1. Cllr D Butters, Cllr. C Baker & Cllr. S Lister declared a personal interest on item 1131.2.

1106.2. Cllr. J Stockdale declared a personal interest on items 1130.2 – 1130.8

THE MEETING WAS ADJOURNED AT 6.46p.m.

THE MEETING WAS RECONVENED AT 7.05p.m.

**1125. MAYOR'S REPORT.**

1125.1. The Mayor reported on the events she has attended.

1125.2. Cllr Cannon's resignation was reported to the Council on Monday 6<sup>th</sup> March. As it is within 6 months of an election this Casual Vacancy does not have to be filled, the district council will have to be notified .

1125.3. Cllr Sherwood read out a letter he had written to the Norfolk PCT regarding the Swaffham Cottage Hospital 'Proposed withdrawal of the Intermediate Care Beds from Swaffham Community Hospital'. Cllr. I Sherwood proposed and Cllr. A Greaves seconded that Cllr. Sherwood send the letter to the Norfolk PCT.

**It was unanimously agreed for Cllr. I Sherwood to send the letter he had prepared to the Norfolk PCT relating to 'Proposed withdrawal of the Intermediate Care Beds from Swaffham Community Hospital'.**

1125.4. Following a discussion relating to 'Proposed withdrawal of the Intermediate Care Beds from Swaffham Community Hospital'. Cllr. I Sherwood proposed and Cllr. A Greaves seconded that a letter is sent to the Norfolk PCT from the council.

**It was unanimously agreed that a letter is sent from the council relating to 'Proposed withdrawal of the Intermediate Care Beds from Swaffham Community Hospital' to the Norfolk PCT.**

1125.5. It was reported there is a meeting of the Norfolk PCT on Wednesday 18<sup>th</sup> April at 4.00pm to 7.00pm in the Assembly Rooms.

**1126. POLICE REPORT**

1126.1. P.C. Partridge introduced PCSO Paul Frostwick as the 4<sup>th</sup> member of the Safer Neighbourhood Team, who will be working with PCSO Sarah Brighten.

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The Mayor congratulated him and wished him well working here.

1126.2. P.C. Partridge stated the next meeting of the Safer Neighbourhood is on 1<sup>st</sup> April. All agencies are an integral part of this team, all councillors and the public are welcome to attend.

1126.3. P.C. Partridge reported there has been 47 since the last meeting.

## **1127. MINUTES**

1127.1. The minutes of the Full Town Council Meeting of Wednesday 14<sup>th</sup> February 2007 were agreed and signed as a true record by the Chairman.

1127.2. The minutes for the extraordinary meeting of 6<sup>th</sup> March 2007 were agreed and signed as a true record by the Chairman.

## **1128. TOWN CLERK REPORT:-**

1128.1. The Deputy Town Clerk reported there has been a delay with the electricity to the Buttercross, as EDF Energy require a separate junction box outside of the Buttercross. It has been agreed with TK Drakes to locate this at the rear of the cluster of flower tubs. TK Drakes are liaising with EDF to put this in place as soon as the item comes into stock. The stonemasons Woods of Norwich will then come back to put all the stones back into place.

1128.2. It was reported the Town Council are no further forward with the progress of the Swimming Pool Land apart from that the Town Council have instructed our solicitors. We are awaiting an announcement from Breckland Council; we continue to liaise with LandMatch who are dealing with the sale on behalf of the owners.

1128.3. It was reported the Town Clerk and Deputy Town Clerk had a liaison meeting with the Breckland senior management team on 28<sup>th</sup> February as there have been a number of changes over the last 12 months since our last meeting with them. This gave them the opportunity of raising the issue of representation on the LSP directly with Rob Walker and Steve Knights. They also raised the issue of section 106 agreements and received advice from the Planning Officer Nick Moys. The next meeting will be in 6 months.

1128.4. The Deputy Town Clerk reported on a liaison meeting with Ray Johnson of Breckland Council on 6<sup>th</sup> March.

During this meeting the following items were discussed: -

Disused toilets on the Recreation Ground, Waste Recycling Credits, Theatre Street Car Park, Section 106 agreements, Play areas, The Shambles, Plowright Place & the Swimming Pool site.

Ray Johnson will be reporting back to us in April with an update on all the issues discussed with him. His help in getting the right information is beneficial to Swaffham Town Council.

1128.5. The Town Clerk, Assistant Town Clerk and Cllr Butters attended the NCAPTC Spring Seminar on 8<sup>th</sup> March. Peter Lawrence from AON talked about risk assessments, insurance in general, fidelity guarantee, liable & slander, insurance of Councillors, volunteers and staff and record keeping these are used in defending claims.

Alan Bell from Go-East who is the Rural Development Team Leader, outlined what Go-East is all about. He talked about the 11 government departments which is delivered locally and are based in Cambridge. He also spoke about the power of well-being and the local government white paper, he emphasised the importance of town plans and neighbourhood charters – this is something that parish & town councils need to encourage their district council to get involved with as they need to lead this.

John Blunkell is the Norfolk County Council liaison officer for gypsies and travellers. He outlined the general makeup of the different fractions of gypsies and travellers in the county. He informed the seminar of a consultation period which is coming up from May to August on the requirements being put upon District councils to provide mainly short stay sites for travellers. The government

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has identified that Breckland has to have 13 sites. In December the options will go to Norfolk County Council and in March 2008 they have to go from the County Council to the Secretary of State. In September 2009 the decisions from the Secretary of State will be implemented. Locally Breckland Council will be responsible for the consultation.

Irene Ralph Councillor at Middleton Parish Council in Suffolk gave a presentation on engaging with your community. She talked about how a small Parish Council engages with their community, she also talked about when 8 out of 9 Councillors along with the Parish Clerk resigned from the Council.

Jason Middleton the Rural Development Officer at Norfolk County Council but is also Chairman of a Parish Council in Trowse. He gave examples of how a larger council could influence their community.

1128.6. It was reported the Town Clerk met with Mr Dunbar a representative of the British Legion with regards to the War Memorial. He is trying to get a number of organisations such as RAF Marham, the local Cadets, Legion members plus the Town Council working together. There will be further information for the meeting in April. The best way may be for the Town Council to supply the materials and the manual labour coming from other organisations.

1128.7. It was reported a letter has been received from the Rotary Club informing the Council that the notice board is under construction and should be available at the end of March.

**1129. PLANNING/DEVELOPMENT CONTROL:**

1129.1. To receive notification of Decisions/Information from Breckland Council:-

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| 3PL/2006/ 1821/F Planning permission granted for the conversion of existing garage into annexe & erection of new double garage. Stoneycroft House, Sporle Road. Mr & Mrs. D. Stone.                     | 3PL/2006/1872/F Planning permission granted for the erection of a wall (retrospective). The Norfolk Hero, 48 Station Street. Mr. Colin E. Green.      |
| 3PL/2006/1905/A Consent to display advertisements granted for the replacement of illuminated signage on front and side elevation, & replacement of illuminated Inn sign on front elevation. Lloyds Bank | 3PL/2007/0105/CU Planning permission for the change of use from agricultural land to domestic garden. Brake Hill Farm, Brandon Road. Mr. Andrew Head. |

1129.2. To receive and consider the following planning applications:-

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| 3PL/2007/0234/F Erection of 2 flats. Land adj 2 Queens Street, Whitsands Road. Parkland Properties. <b>OBJECTION</b> | 3PL/2007/0198/F Erection of two dwellings. Land behind Garden Lodge, Campingland. Development Insight Ltd, 68 Tollington Park. <b>NO OBJECTION</b>                                       |
| 3PL/2007/0252/F Erection of timber garden shed. Jalna, 73 Longfields. Mr. & Mrs. N.G. Grass. <b>NO OBJECTION</b>     | 3PL/2007/0314/F A wind energy development comprising of 6 turbines and associated works. Land off Sporle Road, estate Office Palgrove Farming Ltd. Next Generation Ltd. <b>OBJECTION</b> |
| 3PL/2007/0326/F – 2 no. one and a half storey dwelling houses with associated garages <b>NO OBJECTION</b>            |  |

1129.3. A Copy of a letter we received which was sent to Breckland Council from Sporle Parish Council was circulated to all councillors relating to planning application 3PL/2007/0314/F: -

1129.4. The following letters have been circulated to councillors relating to planning application 3PL/2007/0134/F

- b) Copy of letter sent to Breckland Council from Mr & Mrs Hawkins.
- c) Letter received from Mr F.W. Ives.
- d) Letter received from Mr & Mrs Burrows.
- e) Letter received from David & Jean Stone.

1129.5. Notifications of planning enforcement & TPO's.

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| Unauthorised signs – Equity Motor and Home Insurance, 25 a Market place. | Advertising signs. SW Plastics, Station Street. |
| Unauthorised Car Sales – Mr & Mrs Munford, Sporle Road                   |   |

**1130. FINANCE:**

1130.1. Accounts for Payments for March 2007.

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

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

1130.2. A letter relating to the Allotments has been received from Mr Clarke who has put in a claim for £3,500 and he has also declined to move. The Town Clerk has written to him stating that his issue will be raised with the Council but the Town Clerk's advice to Mr Clarke is that no compensation is due. The final decision rests with the Council. If an allotment holder does not move to an alternative site then no compensation is due.

**It was unanimously agreed to approve the Town Clerks reply**

1130.3. A letter was circulated to all councillors to consider issues relating to safety, environmental and consultation from Jan Duffill. This is an environmental point relating to the allotments. She implies that the Town Council are filling a housing quota which it is not. The Town Council agree with her regarding the benefits of having allotment. It is about selling off surplus allotment land. She suggests there should be a wider debate about the town's development as a minimum.

**It was unanimously agreed for the Clerk to answer Ms Duffill in full, for the Council to note the content and with regards to Tumbler Hill security this will be taken into account when looking at trying to improve the allotments.**

1130.4. Correspondence with Mr. C. Evans via MP Christopher Fraser was circulated to all councillors. Mr Evans has raised issues in relation to selling the allotment land which he says was not part of the Town Council's manifesto at the last elections therefore they have no mandate. The clerk has replied in full to Mr Evans.

1130.5. A letter and reply was circulated to all councillors to consider issues relating to Days Field to Mrs. S. Polaine-Leonard. The Clerk has replied in detail to Mrs Polaine-Leonard. The Clerk has advised that now she has cancelled her move to another allotment then compensation would not be due.

1130.6. An e-mail from Mr. M. Lucas relating to the public meeting on 5<sup>th</sup> March was circulated to all councillors. Mr Lucas is asking Council to reconsider their decision. The Town Clerk has acknowledged his e-mail and recommends the council note the content.

1130.7. Correspondence with Sarah Gibbons relating to Days Field allotments was circulated to all councillors. Sarah Gibbons father previously had an allotment in Swaffham. The Clerk has replied in full to all the points raised.

1130.8. A confirmation letter of attending a meeting with Open Spaces Committee on 12<sup>th</sup> March and brief report from the meeting was circulated to all councillors. It was reported the Open Spaces Committee met on Monday 12<sup>th</sup> March with five members of the new Allotments and Leisure Gardeners Association, also a representative from the Allotments Regeneration Initiative. The two hour meeting was to clarify issues with the new association and to answer all points of concern. It is clear from the discussions that there is a lot of misinformation in the public domain. There will be issues to discuss on the April and future agendas, as we establish a working relationship in the coming months.

1130.9. Estimates have been received for further works on the retained allotment sites.

Estimate received from Country Grounds Maintenance for Tumbler Hill to clear 19 plots.

The cost is £2640. Other estimates are on the way for both Tumbler Hill and Shoemakers Lane.

**It was agreed to accept the estimate of £2640 to clear 19 plots on the Tumbler Hill Allotment site.**

1130.10. A letter has been received from the new Allotments Association, the issues raised need to be on a published agenda. It is therefore necessary to defer circulation until the April meeting.

**The Clerk was instructed to place the issues raised from the new Allotments Association on the April agenda.**

1130.11. A letter has been received to consider a request for Litter Bins and signage in Ash Close from Mrs. Susan Ingleby. The Town Clerk met with Highway Engineer and have agreed 1 location at the beginning of Ash Close subject to obtaining a licence.

**It was agreed to place a litter bin at the beginning of Ash Close subject to obtaining a licence.**

1130.12. The decision made at February meeting to charge Mr. S. Green the full Market rent for his market pitch was ratified.

**1131. JUBILEE HERITAGE PLAN.**

1131.1. A letter was circulated to all Councillors to consider to the Icen Partnership regarding the Town Group from Marian and Brian Clements. It was stated when the notes are typed up the Clerk and Deputy Clerk plan to meet with Dennis Tallon to sort out the agenda for the next town group meeting.

1131.2. It was reported the door and handle on the Cley Road entrance of the Town Hall has been replaced by Veltshaws. The mechanism is to be changed to fully automatic door that opens on approach – 1.4 metres in either direction. This is the very last thing that Veltshaws have to do, when it is completed the retention will be due.

It was reported there is a temporary banister in position in the old part of the Town Hall. This will be removed when a permanent solution will be installed within the next 7-10 days. This is a health and safety issue which came to light at the end of the building contract.

1131.2. The official opening date of the museum is the 30<sup>th</sup> March and the Town Mayor is the guest of honour. It will open to the public on the 31<sup>st</sup> March. There are 3 more claims to make, 1 to Norfolk County Council, 1 to WREN and 1 to the Heritage Lottery. Due to pressure of work the Clerk has had to delay the internal audit of the Museum project but the aim is still to complete the audit prior to this Council finishing in May.

**1132. GENERAL CORRESPONDENCE:**

1132.1. Copies of replies have been circulated to all councillors from the Town Clerk which have been sent relating to allotments:-

Swaffham Community Allotments and Leisure Gardeners Association (two letters)

Mr. M. P. Lucas (two letters)

Mr. Brian Baxter

Mr. C.J. Finch

Mr. & Mrs. P.J. Clarke

Mrs. S. Polaine-leonard

Mr. B. Cocksedge

Mr. M. Blakey

Mr. T & Mrs. S. Cotton

Mr. M. Last (Lynn News) and Mr. C. Bishop (EDP) Press release

Dear allotment holder – copy of circular to tenants at Days Field and Shoulder of Mutton

1133.2. Correspondence with integrated Nursing Homes Ltd relating to the Community Centre was circulated to all councillors.

1133.3. A letter from Market trader Mr. J.T. Bell and reply was circulated to all councillors.

1133.4. An information sheet from Swaffham & District Home Watch Association was circulated to all councillors.

**1134. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

1134.1. A report was given on the West Norfolk Transport Project, an extract from the minutes "It is coming to the end of the 3 year Rural Links Projects in Downham & Swaffham... The Red Cross would have continued but their budgets are tight as well, so they have pulled out. They have offered us some arrangements with the vehicles.

For us to take over the lease until July ... Without further funding there would be no possibility of retaining both a Co-ordinator and Driver."

So it does not look too hopeful.

The monthly figures for the Project as a whole continue to be sent to me and are filed in the Town Hall should anyone wish to consult them.

1134.2. A report was given on the Health Forum. The main speaker this time was John Preston, a musician working through the Norfolk Art Partnership and Breckland. He is part of the "Inspiration" project which offers a "creative approach to men's wellbeing". The target is particularly young men with mental health issues and was set up first in the Methodist Church Rooms where they were hoping to get referrals from GPs but did not find it successful. They now operate a "drop in" in the café at the Community Centre with John and Liz McGowan, an artist, for sessions from 1 p.m. to 3 p.m. on Mondays. Further information can be gained from John on 01366 500628.

Other issues were raised including the fight to keep beds at the Community Hospital. People were urged to write in support of maintaining services there. Individual letters were important as well as petitions.

**1135. BRECKLAND COUNCIL.**

1135.1. Correspondence from Mrs. Diane Gunner and response from Breckland Council re- glass and litter in Spinners Lane was circulated to all Councillors.

1135.2. Details of Street numbering 27a St Guthlac Close was circulated to all Councillors.

1135.3. A copy of request from Friends of Swaffham Museum for Open Garden Day and Car Boot Sale on Sunday 24<sup>th</sup> June 2007 was circulated to all councillors.

1135.4. A letter has been received to consider CCTV review and possible demonstration of Re-deployable Cameras in the near future. Does the Council wish to attend a demonstration of re-deployable cameras in the future?

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| <p><b>Cllr. A Greaves stated she wishes to attend a demonstration of re-deployable cameras in the future?</b></p> |
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1135.5. A circular letter to consider information relating to Development Choices – Issues and Options for the future. A drop in session will take place in the Assembly Rooms on the 28<sup>th</sup> March between 10am – 2pm and 5pm – 7pm.

1135.6. Information regarding independent member of the Standards Committee of Breckland Council was circulated to all Councillors. Breckland Council are requesting the advertisement of the vacancy of an independent member.

1135.7. Notification of application to grant a club certificate for Ceres Masonic Club, The Assembly Rooms was circulated to all Councillors.

1135.8. It was stated there are a small number of Candidate Nomination Packs for the Town Council elections available at the Town Hall or they can be obtained from Breckland Council.

1135.9. Cllr I Sherwood reported he had attended training on the Gaming Act. Licensing for slot machines comes under the local authority. Gaming machines are being taken away from Taxi and Chip Shops etc.

**1136. NORFOLK COUNTY COUNCIL.**

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1136.1. A copy of correspondence relating to modification of Right of way was circulated to all Councillors.

1136.2. Notification of carriageway surfacing in White Cross Road – prohibition order for 110 metres from London Road junction for 110mtrs (restriction may last for maximum of 18 months from 12<sup>th</sup> Feb was circulated to all Councillors.

1136.3. A letter was circulated to all Councillors from Mott MacDonald Swaffham-U30022 Theatre Street – proposed footway-Cley Road to car park entrance requesting re-consideration of Option One to retain two lanes of traffic.

This reconsideration of option 1 is due to Mr Greens request to remove the tree opposite his bungalow. The two way option does not have as wide a pavement.

**It was unanimously agreed to suspend standing orders to discuss the decision relating to 1136.3.**

Following a discussion Cllr. J Stockdale proposed and Cllr. S Lister seconded to the Option 1 to retain two lanes of traffic.

**It was unanimously agreed to change to Option 1 to retain two lanes of traffic.**

1137.4. It was reported the Leader of Norfolk County Council has resigned.

1137.5. It was reported that there are leaflets ‘At Home – Not Alone’ relating to more services now being available at home and not having to go into hospital.

**1138. DATES of forthcoming meetings**

1138.1. Monday 19<sup>th</sup> March 2007 – Market Committee – 7pm.

1138.2. 3<sup>rd</sup> “Do you want to be a Councillor” Roadshow on 21<sup>st</sup> March 2007 – 7pm – 9pm (in the Assembly Rooms).

1138.3. 28<sup>th</sup> March 2007 – Youth Council Steering Group meeting at 6pm

1138.4. 28<sup>th</sup> March 2007 - Finance Committee meeting at 7pm

1138.5. 4<sup>th</sup> April 2007 – Town Group meeting at 7pm

1138.6. 11<sup>th</sup> April 2007 - Full Council at 6.45pm (in the Council Chamber).

1138.7. 18<sup>th</sup> April 2007 - Annual Town Assembly at 7.00pm (in the Assembly Rooms)

**1139. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1139.1. Correspondence was circulated to all Councillors to consider Market Site CE22/23 outstanding debt and relating correspondence. Cllr. S Lister proposed and Cllr. D Butters seconded that ex market Trader CE22/23 is taken to the Small Claims Court to claim the outstanding debt.

**It was agreed with nine votes for that ex market Trader CE22/23 is taken to the Small Claims Court to claim the outstanding debt.**

1139.2. It was reported The Mayor, the Town Clerk and the Deputy Town Clerk interviewed candidates for the new position of Project Grant Support Officer on 1<sup>st</sup> March. Five applicants were short listed from nine applications received for the post. It is recommended that David Bek is appointed.

**It was unanimously agreed that David Bek is appointed as the Project Grant Support officer.**

## Appendix 1

Mr D Horwell – ‘Monkey business’ still going on in Queens Street, is anything going to be done?

Cllr S Matthews – Nothing to do with Town Council, you need to remind Peddars Way.

Mr P Cater – Are the Council prepared to reconsider selling Allotments?

Cllr. S Matthews – Write a letter to the council and it will be discussed in July.

Mr P Cater – Majority of people in Swaffham opposed to selling Days Field, maybe there is a Parish Poll?

Cllr. S Matthews – The result of a parish poll is not legally binding on a Council.

Mrs Weeks – The planning application for the Queen Street flats is bad for cars and will hide light. I am registering an objection on behalf of Queen Street residents, of which a lot are elderly. People have signed a petition.

Cllr. S Matthews – A petition counts as one, if you would like to prepare individual letters we will pass them onto Breckland.

Cllr. I Sherwood – The Town Council is a consult tee, the Planning Authority at Breckland makes the decisions on planning applications. You could ring Breckland for the date of the meeting or you could ask a Breckland Councillor to speak for you. The Planning Authority acts within guidelines.

Christine Cater – May I have copies of the Allotment Deeds?

Deputy Town Clerk – I will clarify with the Town Clerk on Tuesday.

Cllr S Matthews – Deeds will be on display.

Dave Connington – I have a strong objection to the Turbines, they are too close to houses, there is noise from 1 let alone 6. No one has a positive attitude, if the council would consider listening to concerns.

Cllr. I Sherwood – Breckland Council will decide, write a letter to Development Control.

Carol Hawkins – Has sent letter to Breckland, large one is only 500mts from her home, now another 6. Have not spoke to anyone who wants more turbines, no one benefits from them. They de-value property.

Cllr. S Matthews – I urge you to write to Breckland.

Jean Stone – On the Ecotricity website, ‘coming soon’ Swaffham Development.