

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 13th June 2007 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mr D. Butters, Mr P. Darby, Mr C. Gunner, Mr D. Harman
Mrs T. Jennison, Mrs S. Lister, Mr I. Sherwood,
Mrs P. Wade, Mr D. Wickerson.

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

Public: - 18

1174. APOLOGIES & REASONS FOR ABSENCE

1174.1. Cllr Sharpe (on holiday).

1174.2. Cllr Skinner (on holiday).

1175. DECLARATIONS OF INTEREST

1175.1. Cllr Darby declared a personal interest on item 1177.3 & 1183.12 as he is a member of SCALGA.

1175.2. Cllr Lister declared a prejudicial interest on item 1181.2, planning application 0806.

1175.3. Cllr Harman declared a personal interest on item 1183.6 as he is a member of the Royal Naval Association.

1175.4. Cllr Jennison declared a personal interest on item 1174.4.

THE MEETING WAS ADJOURNED AT 6.49p.m.

THE MEETING WAS RECONVENED AT 6.56p.m.

1176. CASUAL VACANCY

1176.1. Notification of the timetable for a by-election on Thursday 19th July 2007. The notice of election has been published by Breckland Council. All nomination papers need to be delivered to Breckland Council offices in Dereham by 12 noon on Friday 22nd June 2007. The published statement of persons nominated will be by 12 noon on Tuesday 26th June 2007, there are 24 hours for candidates to withdraw by 12 noon on Wednesday 27th June 2007. The notice of poll will be by Wednesday 11th July 2007.

Polling Day is Thursday 19th July 2007 7am – 10pm at the Assembly Rooms.

1177. MAYORS' REPORT

1177.1. On the 25th May the Mayor attended a photo shoot with the people and sponsors who worked on cleaning the War Memorial, they have done a wonderful job.

1177.2. On the 10th June the Mayor attended the Civic Service in Thetford.

Page 631

The following two items were requested as urgent.

1177.3. Copies of a sample letter and sample allotment agreement, also an e-mailed letter from SCALGA have been circulated to Councillors at the meeting. A letter has been sent out to the 28 remaining allotment holders that have not indicated whether they are moving. This is to establish whether they move to either Tumbler Hill or Shoemakers Lane or whether they still require an allotment after 14th January 2008. The Town Clerk has given them until 31st July 2007 to respond by using the tear off slip provided, simply to indicate one way or the other so that an accurate position of the allotments can be given to the Council at their September meeting. This information is essential in the period prior to the December budget meeting.

The allotment tenancy terms and conditions apply to all allotment holders. No. 13 states that *"The tenancy may be terminated by the Council by giving twelve months notice in writing to expire on or before 6th day of April or on or after 29th day of September of any year."*

Twelve months notice was given on 14th January 2007. In the letter from SCALGA they wish to discuss the implications of the recent letter. They would like to have representatives present from the National Society of Allotments and Leisure Gardeners and from the Allotment Regenerative Initiative, also the Chairman and Secretary of SCALGA. There followed a discussion.

It was agreed that Cllr Matthews, Cllr Lister and the Town Clerk will meet with SCALGA on Tuesday 18th June at 7pm.

1177.4. The second issue is relating to a letter received from Steve Hudson a spokesman for the Swaffham Turbine Action Group (STAG) relating to wind turbines. The letter has been circulated to Councillors at the meeting. It is recommended to place a "Wind Turbines Policy" as an item for discussion on the July agenda. As a side issue the acronym STAG was previously used by Swaffham Taxpayers Action Group. There followed a discussion. It was felt that this issue should be brought forward on the Council agenda as there have been further proposals for wind turbines in the area. It was suggested that Swaffham Town Council could work with other parishes to have an umbrella policy as there are a number of villages affected.

It was agreed to put the proposal of a wind turbine policy on the July agenda but a lot of information will be needed such as: -

- **Breckland's wind turbine policy**
- **Electricity production of turbines**
- **Savings on carbon footprint etc.**

1178. POLICE REPORT

1178.1. There were 61 crimes for the last calendar month including theft from shop, other theft, criminal damage to vehicles, criminal damage to dwellings, burglary, theft from motor vehicle, ABH, possession of Class C drugs, sexual offence, common assault, burglary from dwelling, fraud, arson, affray, possession of Class A drugs, theft from person.

1179. MINUTES

1179.1. The minutes of the Full Town Council Meeting of Wednesday 16^h May 2007 were agreed and signed as a true record by the Chairman.

1180. TOWN CLERK REPORT

1180.1. Swimming Pool Land Purchase.

W.F. Smith have today informed the Town Clerk that the seller's solicitors indicate that their clients are still in negotiation with Breckland Council to obtain a Deed of Grant of Easement over neighbouring land which will provide the access route. When the deed has been finalised the Council will be informed. W.F. Smith has advised that the land purchase should not proceed until that deed is concluded, because there would be no right of access to the land over the intervening property. There are other minor issues which have been raised but nothing of any great concern. It is just the Deed of Grant of Easement to gain access to the land.

So unfortunately it is still only a matter of days until completion, it is just that at this moment in time it is difficult to predict how many!

1180.2. War Memorial project.

There are some photographs which show the progress being made by the volunteers. The clean up operation has made a tremendous difference to the overall look of the War Memorial. The planters are being repaired or replaced and will be planted up by our Town Gardener as soon as they are back on site. The railings have been repaired, they have been coated with red oxide paint, and they just need a top coat to complete the job. The Council have engaged Drakes Electrical to attend to the lighting, as there have been reports that this is not working properly. The target is still to have everything completed by the parade on 24th June.

1180.3. Larger Councils meeting at Wymondham on 7th June.

The Mayor and the Town Clerk attended the Larger Councils meeting at Wymondham last Thursday. The first speaker was Wymondham's Partnerships, Projects and Funding Officer. She is employed full time by Wymondham Town Council; she gave an enthusiastic talk about her work on projects initiated by the Town Council. The partnership having now reverted to being run entirely by volunteers, it is still in existence but reliant on an annual grant from the Town Council who also provided them with an office at the Town Hall. It was clear though that Wymondham Town Council were now forging ahead with many community based projects and funding was beginning to come down from various sources, with many others grant applications pending. Other Towns present agreed that having a Projects Officer either full or part-time is becoming a necessity to fully engage with their respective towns and to maximise the opportunities from grant funders.

The second speaker was a Councillor who spoke passionately about Wymondham's Farmers Market which is now in its 7th year. This was one of many Farmers Markets that run on a Saturday, quite separately to their charter market on the Friday. There was a lot Swaffham could learn from the way Wymondham approach the farmers market and both the Councillor concerned and the Mayor would be pleased to come to share their thoughts and experience. This is something that the Town Clerk will discuss with the Market Superintendent and the Market Committee in the coming months.

1180.4. Meeting with Ray Johnson (Breckland) on 5th June.

The monthly meeting with Ray Johnson gave an insight into various issues of mutual interest. A number of the issues are still confidential and will be revealed in the coming months. But other issues that can be made public are as follows:

- The asbestos has been removed from the interior of the Haspall Road toilets and the Deputy Town Clerk has met with David Charles of Breckland Council and a contractor who is looking at various design options for the toilets.
- The transfer of four pockets of land at the Shambles is proceeding without any further delay. Steele's who are doing the conveyance have prepared the pre-contract enquiries which are being dealt with by Breckland.
- Positive feedback to Breckland was given for the help given by Laura Apps-Green to the Deputy Town Clerk regarding recent Grant Applications, also by Tony Needham for the Youth Council.
- Clarification was sought regarding ownership of the Buttercross, as there had been no conveyance by Breckland. This was given to the Town Council some 10 years ago. Breckland paid for the repair work on the condition that the Town Council took it on and all future responsibility.

1180.5. On-going business.

The Mayor will be receiving the Notice Board from the Rotary Club at a short presentation on Friday 29th June. This will be situated adjacent to the entrance ramp of the Assembly Rooms facing towards Woolworths. This is a Town notice board for the Community Groups, Charities, Clubs and Associations in the town to use. Keys will be available at the Town Hall. The question of planning permission was raised and whether the Town Council had received it for the notice board. The Town Clerk reported that a retrospective planning application would be submitted. He could see no problems obtaining planning permission as he had met with Andrew Gayton the Historic Buildings Officer on site to discuss the positioning of it, Mr Gayton had suggested the area on the ramp himself. He has also seen a drawing of the design of the notice board.

1181. PLANNING/DEVELOPMENT CONTROL:

1181.1. Planning Decisions

3PL/2007/0084/LB Listed Building Consent granted for construction of 8 terraced dwellings following demolition of function room. Land adjacent to Lydney House Hotel, Norwich Road. Jetspark Ltd.	3PL/2007/0020/F Planning permission granted for the erection of 8 terraced dwellings following demolition of existing function room. Land adjacent to Lydney House Hotel, Norwich Road. Jetspark Ltd.
3PL/2007/0470/F Planning permission granted for the demolition of existing garage and brick up internal walls to form a separate one bedroom annexe. 55 Southlands. Mr. & Mrs. Branson.	3PL/2007/0017/LB Refusal of Listed Building Consent for the erection of sign (retrospective). Swaffham Assembly Rooms, Market Place. Dennis Tallon, Icen Partnership.
3PL/2007/0298/F Planning permission granted for the terrace of six two storey business units, new access, & 2 no two storey blocks of 3 units to rear of site. Land adjacent Ecotech Centre, Turbine Way. RLMH Ltd.	3PL/2007/0643/O Refusal of outline planning permission for erection of single storey dwelling. Land adjacent to 101 Southlands. Mr. & Mrs. A. Syer.
Page 634	

3PL/2007/0623/F Planning permission granted for the demolition of existing lean-to-side extension and erection of conservatory (identical footprint). Pear Tree Cottage, 16 Tumbler Hill. Mr. & Mrs G. Pettitt.	3PL/2007/0594/O Outline planning permission granted for the erection of single storey dwelling (renewal). Land adjacent to 1 Spinners Lane. Mr. M. Grief.
3PL/2007/0632/F Planning permission granted for proposed garage. The Beeches, 114 Brandon Road. Mr. & Mrs. S. Clark.	3PL/2007/0614/A Refusal of Consent to Display Advertisements for the erection of externally illuminated shop and projecting sign. Boots the Chemist, 37 Market Place. The Boots Company.
3PL/2007/0234/F Planning permission granted for the erection of two flats. Land adjacent to 2 Queens Street, Whitsands Road. Parkland Properties.	

1181.2. Planning Applications

<p>3PL/2007/0779/CU Change of use to MOT centre for class 4 & 7 vehicles and proposed van sales. The Old Station Yard, Station Street. Mr. S. Emery</p> <p>NO OBJECTION</p>	<p>3PL/2007/0806/F Redevelopment of fitness centre to residential use for 10 flats & associated parking. Bodywise Studio, Spinners Lane. Mr. & Mrs. Smith.</p> <p>OBJECTION - on the grounds of overdevelopment and hazardous road conditions. i.e. too many vehicles using the road as a fast "rat run" at the point of entry to the application</p> <p>Two letters of objection have been received and circulated to Councillors at the meeting. CLLR LISTER LEFT THE MEETING WHILE THIS ITEM WAS BEING DISCUSSED.</p>
<p>3PL/2007/0285/LB & 3PL/2007/0284/A New externally illuminated shop sign. Mr. Chips, 48 Market Place. Peter Rawstron</p> <p>NO OBJECTION</p>	<p>3PL/2007/0834/F New cladding & roofing, alterations & single storey extension to existing bungalow and erection of two detached outbuildings & addition of existing store. Site at Greenhoe, Norwich Road. Jane & Roger Atkins.</p> <p>NO OBJECTION</p>
<p>3PL/2007/0846/F Amendments to previous pp 3PL/2005/1738/F to provide boiler house, first floor day lounge & laundry extension. The Paddocks, Cley Road. Dr. S. Kaushal.</p> <p>OBJECTION – Overdevelopment of site. Development too near neighbouring properties. Concern regarding possible damage to T.P.O. trees near potential new boiler house.</p> <p>One letter of objection has been received and circulated to Councillors at the meeting.</p>	<p>3PL/2007/0768/O Erection of bungalow for farm manager. Great Friars Farm, Kings Lynn Road. Banham Poultry Ltd.</p> <p>NO OBJECTION</p>

Page 635

1181.3. Correspondence has been received from Pegasus Planning Group. They have requested a meeting with Councillors to discuss their clients development proposals.

It was agreed for the Clerk to set up a meeting with Pegasus Planning Group and the Planning Committee.

1182.. FINANCE:

1182.1. Accounts for Payments for June 2007.

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

It was unanimously agreed to accept the accounts as listed

1182.2. Meeting venues beyond July 2007.

a) At the final meeting of the previous Council it was decided to move all Council meetings from the Town Hall to a different venue. Councillors have expressed their concern at holding their meetings at the Assembly Rooms. All venues have been booked up to the end of July 2007. The Town Clerk seeks guidance on where the Council wish to meet in the period from August through to December. All Committee meetings have been moved to a different venue and yet not one member of the public has attended a Committee meeting since the venue has been changed. There followed a discussion.

It was agreed with 1 abstention to move all Committee meetings to the Town Hall from the 1st August 2007.

Cllr Butters gave his apologies to the Mayor and left the meeting at 8.44pm.

b) A discussion followed regarding the venue of future Full Council meetings. Cllr Wickerson proposed and Cllr Gunner seconded to seek advice on the Town Councils position with the Architect who was involved in the installation of the lift shaft and lift.

It was agreed with 1 abstention to seek legal advice on the Councils position with the Architect in connection with the lift shaft and lift.

c) Cllr Wade proposed and Cllr Lister seconded to seek legal advice on the possibility of a legal challenge.

It was agreed by 5 votes for and 3 against to seek legal advice on the possibility of a legal challenge with regards to the provision of the lift.

d) Cllr Lister proposed to have all future Full Council meetings in the Town Hall. There was no seconder, the proposal was lost.

e) Cllr Harman proposed and Cllr Jennison seconded to have the Full Council meeting in the Assembly Rooms in July and September and make a decision on all future meetings when advice has been sought.

It was agreed with 7 votes for and 1 against to have Full Council meetings in the Assembly Rooms in July & September until legal advice has been sought.

Page 636

1182.3. Notice of the advertisement of the annual audit for the year ending 31st March 2007. The final accounts will be presented to the Council on 18th July 2007 for approval. Details of the audit will be posted on the notice boards allowing the public access to the accounts. All documentation relating to the audit has to be returned to the Audit Commission by 28th August 2007.

1182.4. Details of the NALC Conference have been circulated to Councillors prior to the meeting. There is a budget for Councillor training that could extend to attendance of the NALC Conference.

1182.5. Options to invite tenders for the Public Toilets and TIC in advance of the building being conveyed to the Town Council in the Autumn. At the recent meeting with Ray Johnson it was suggested that the Toilets will be separated from Play Areas and be presented to Breckland's executive in July. The toilets would then be passed to the legal department for the conveyance work. It is envisaged that this work should be completed in the autumn. In order to move matters forwards the Council could start to go out to tender for the refurbishment work required to upgrade the toilets. The Council would then be ready to have the work done as soon as the toilets are conveyed to them. Ray Johnson has offered to provide the Council with their original specification based on the design presented to the Council around this time last year.

Any other variation to this specification could be priced as additional. The Council need to consider which options they would like to have priced as follows:-

- 1) Original specification provided by Breckland Council.
- 2) Original + Entrance via Tourist Information Centre
- 3) Original + Entrance to each side of an extended Tourist Information Centre.
- 4) Original + A paying entrance to each toilet.
- 5) Any other alternative?

Cllr Darby proposed and Cllr Harman seconded to go with option 1.

It was agreed with 7 votes for and 1 against to instruct the Clerk to seek tenders using the original specification provided by Breckland Council.

1183. GENERAL CORRESPONDENCE

1183.1. A copy of the latest letter with a list of enclosures provided and sent to Government Office East has been circulated to Councillors for information. To date no acknowledgement has been received. There is also a request for GO East to reciprocate the Council's request for supplying copies of correspondence relating to the application.

1183.2. A copy of a letter to SCALGA informing them of the Council decision and any other outstanding issues from previous correspondence has been circulated to Councillors for information.

1183.3. A circular letter informing the Council of the re-opening date for the North Pickenham Post Office on 14th May has been circulated to the Council for information.

Page 637

1183.4. Late correspondence with Revd John Smith has been received and circulated to Councillors relating to the Burial Ground in Whitecross Road.

1183.5. A copy of the letter to the Norfolk PCT was circulated prior to the meeting. A response from the Chair Sheila Childerhouse of the Norfolk PCT has been circulated to Councillors at the meeting thanking the Council for their offer of a potential site for a new build for community beds in Swaffham. This states that it is a really helpful offer and that they are pleased in the way that the community has responded in such an innovative and positive manner. This will be considered as part of the input to the consultation process in the next couple of weeks and they will come back to the Council shortly proposing potential meeting dates.

A copy of a letter from MP Christopher Fraser has been received and circulated at the meeting. Mr. Fraser welcomes the Town Council's offer and requests sight of any substantive correspondence with the PCT on the way forward. Do the Council have any objections to this?

It was unanimously agreed to send copies of any future correspondence with the PCT on the way forward.

1183.6. An invitation to all Councillors has been received from Swaffham Branch of the Royal Naval Association and the British Legion to a combined Veteran's Day/Falkland 25th Anniversary Event at 10.00am on Sunday 24th June 2007.

1183.7. A query has been raised by Simon Rudd regarding the claim by Haward Horological that tying up the clock hammers causes the clock to strike incorrectly. The problem was that Bell Ringers did not release the clock hammers after their bell ringing. Mr. Rudd has suggested that it may be a problem with the clock rather than the bell ringers, he has also asked another technical question. The problem mysteriously has disappeared since it was raised with the bell ringers but the issues Mr. Rudd wished to have cleared up have been raised with Ian Haward of Haward Horological.

1183.8. The Sustainable Communities Bill was supported by the previous Council at its two previous hearings. Local Works are a lobbying group and they are in this instance requesting that the Council send letters to the Prime Minister and the Communities Minister in support of this bill. The bill itself is all about community empowerment at a local level, retaining and building on the work to engage people in the democratic process to build sustainable communities. Cllr Sherwood proposed and Cllr Wickerson seconded to support the Sustainable Communities Bill.

It was unanimously agreed to support the Sustainable Communities Bill and to send letters of support to the Prime Minister and the Communities Minister.

1183.9. Norfolk Community Council Market Research 2007. Councillors were urged to fill in the two page Market Research questionnaire to help the RCC in identifying what is important to local people in Norfolk and how the RCC can help.

Page 638

1183.10. Norfolk Rural Community Council Training Programme. The training programme is aimed at getting across some basic knowledge on a variety of subjects. Each session is approximately two hours long and costs £5 per person attending. If Councillors interested could inform the Town Clerk, the relevant bookings can then be made accordingly.

1183.11. Norfolk Rural Community Council – Local Network Fund – Training Opportunities for your group. (*Children’s Services – Collaborative Training Programme 2007 – 2008*). The joint training programme produced by Children’s Services and Norfolk County for Voluntary Youth Services has been circulated to Councillors prior to the meeting. Events are free; this could be relevant to some of the work carried out with the Youth Council or the Recreation Ground Committee. If Councillors interested could inform the Town Clerk, the relevant bookings can then be made accordingly.

1183.12. A letter has been received and circulated to Councillors from SCALGA requesting permission from the Town Council to hold an open day on Sunday 19th August as part of National Allotment Week 13th – 19th August. This request was considered by the Open Spaces Committee at their meeting last week. There was a brief discussion on the matter of raising funds that could be used for a potential court battle against the Council. Mr. Robinson Chairman of SCALGA assured the committee that this was not the case, this was simply to raise awareness for allotments. On this basis the committee recommend that permission is granted for the open day on Sunday 19th August.

It was agreed to grant permission to SCALGA to hold an open day on the allotments on Sunday 19th August

1183.13. A letter has been received and circulated to Councillors from the NCAPTC regarding the Executive Committee Election 2007. Cllr Shirley Matthews is the current President of NCAPTC and would like the Council to nominate her for the forthcoming year.

It was agreed to nominate Cllr Matthews for election on the NCAPTC Executive Committee for 2007.

Other papers circulated inform Councillors of the meeting at Shipdham on 3rd July where the issues to be discussed are the Revised Code of Conduct and other topical issues. If Councillors wish to attend please inform the Town Clerk who can inform NCAPTC of your attendance.

1183.14. Notification has been received and circulated to Councillors of the East of England Regional Assembly’s Issues and Options document, Planning for Gypsy and Traveller accommodation consultation, which is to take place the 8th May to 31st July 2007. Cllr Jennison and the Town Clerk attended an event at County Hall on 22nd May regarding this issue. The issues and options document looks at two real options for the Breckland District. One is to provide 13 sites and the other is to provide 15 sites. The latter proposal spreads the Gypsy and Traveller accommodation more evenly throughout each County, but does not target what is regarded as specific needs, i.e. where the incursions are at the present time. Having looked at the whole document and listened at the consultation event on 22nd May, it

Page 639

is recommended that option one is more appropriate. The Town Council need to keep an open mind by considering all options put before them, in fact they should start looking around for sites if not in Swaffham, then within a two mile radius of Swaffham. It is a legal requirement for the Police to move incursions from an inappropriate place within the Town. It is further recommended that the Council seek advice from former Traveller Liaison Officer Mr. Tony Lakey who spoke on this subject at the Town Assembly this year. The consultation is underway and it is important for the Council to participate in a positive way, or face having sites in places which they feel may be inappropriate. It may also be important to seek the views from the travelling community at the Splashes. It is recommended that the Council consider ways in which this could be done at the earliest opportunity.

It was agreed to invite Mr Tony Lakey to a meeting to discuss the issue of short stay traveller sites in Breckland.

It was agreed with 6 votes for and 2 abstentions to respond to the consultation document stating they would prefer option 1 (13 proposed new sites) instead of option 2 (15 proposed new sites).

1184. REPORTS FROM COMMITTEES

1184.1. Finance & General Purposes. The committee last met on the 28th March and will have their next meeting on the 25th July. One early budget consideration to highlight is for the cost of the forthcoming By-election.

A further issue to consider is the cash flow in relation to the money spent on the allotments in advance of any income received.

1184.2. Open Spaces & Amenities. The committee last met on the 6th June and will have their next meeting on the 7th November. It was recommended that the Council sell or dispose of the following items which are currently stored at the Cemetery:-

1. Two large mirrors (previously used at the Assembly Rooms)
2. A Coffin Carrier (full of woodworm)
3. A Wooden floor (approximately 40 bags from the Community Centre)

Estimates for roof repairs will come to a future meeting.

It was agreed to sell or dispose of 2 large mirrors, a coffin carrier and a wooden floor.

1184.3. Planning. The committee last met on the 6th August 2006. There are currently no meetings planned.

1184.4. Recreation Ground. The committee last met on the 6th June and will have their next meeting on the 7th July. It was recommended to open and hold a bank account for the Friends of Recreation Ground within the Town Council administration. This could have signatories from the Friends and the Deputy Town Clerk as Lead Officer. It means that everything would be audited and held on their behalf. They would have complete autonomy over how the money would be spent.

It was agreed for the Town Council to hold a bank account for the 'Friends of the Rec' within the Town Council administration.

1184.5. Town Group. The committee last met on the 4th April and will have their next meeting on the 18th June. At the Town Group meeting next Monday the Project Officer David Bek hopes to re-align the working groups into four and it is aimed to establish the 11 voting members of the group.

1184.6. Personnel. The committee last met on the 19th November 2006 and will have their next meeting on the 19th September 2007. In conjunction with Downham Market Town Council a training event is in the process of being arranged for the Town Clerk/Deputy Town Clerk and members of the Personnel Committee.

1184.7. Market. The committee last met on the 30th April and will have their next meeting on the 25th June 2007. The next meeting is where any of the traders can raise issues with the Town Council. All Councillors will be summoned to attend, not just the Market Committee.

1185. BRECKLAND DISTRICT COUNCIL.

1185.1. A copy of a petition and correspondence relating to the public toilets has been received and circulated to Councillors. The two page letter plus a petition signed by over 100 people has been passed on to Breckland Council. The petition requests that Breckland Council do something about Swaffham's disgraceful public toilets.

1185.2. A guide to Breckland Councillors 2007 has been received and circulated to Councillors at the meeting.

1185.3. Breckland Council's Economic Development Team has won the Academy for Sustainable Communities Award. There were more than 200 entries from the public, private and third sectors. The award was cited as an excellent demonstration of how rural dispersed communities are effectively assisted and supported to meet real needs for regeneration and improvement.

1185.4. The paved areas on Couhe Close are being refurbished. The work will commence on the 18th June and will last for 2 weeks.

1186. NORFOLK COUNTY COUNCIL.

1186.1. Details of a temporary traffic order has been received and circulated to Councillors. It will affect the A1065 Station Street from its junction with the C562 Mangate Street northwards for approximately 500 metres to a point approximately 110 metres north of junction Tower Meadow (un-adopted) in the town of Swaffham because of carriageway works.

1186.2. A circular letter, New Farming and Public Rights of Way Advice Booklet has been received and circulated to Councillors.

Page 641

1186.3. Correspondence with Mr. R.W.U. Stibbon relating to removal of litter bin in the vicinity of 65 London Street has been received and circulated to Councillors. The correspondence relates to the removal of a litter bin in London Street to accommodate the new pedestrian crossing close to the new mini-roundabout. It has been passed on to Jason Glasspoole at Highways to deal with.

1186.4. A circular letter and questionnaire relating to Norfolk Minerals and Waste Framework: Core Strategy and Development Control: Issues and Options Stage (full document available at the Town Hall 106 pages) has been received. The Council have until the 25th June to respond within the consultation period. In scanning the document the Town Clerk advises that there are no obvious issues of concern that relate to the Town and therefore recommend the Council respond by having no objections.

1186.5. Details of a Traffic Management Programme (TMP) 2007/07 – Proposed ‘at any time’ waiting restriction – Beech Close/the Campingland has been received and circulated to Councillors. The Town Council have to respond within the consultation period which ends on 27th June. The plan shows an area on the entrance to the Community Centre which is proposed to be no waiting at any time. It is recommended that the Council are in favour of this proposal.

It was agreed to be in favour of the ‘at any time’ waiting restriction proposed for Beech Close/The Campingland.

1187. DATES OF FORTHCOMING MEETINGS

1187.1. Monday 18th June 2007 – **Town Group** at 7.30pm (*in the Community Centre*)

1187.2. Monday 25th June 2007 – **Annual Market Traders** at 7.00pm (*in the Assembly Rooms*)

1187.3. Monday 2nd July 2007 – **Relief in Need Charity AGM** 6.30pm (*at the Town Hall*)

1187.4. Wednesday 4th July 2007 – **Youth Council Steering Group** at 6pm (*in the Assembly Rooms*).

1187.5. Wednesday 4th July 2007 – **Recreation Ground Committee** at 7.30pm (*in the Assembly Rooms*)

1187.6. Monday 9th July 2007 – **Town Group** at 7.00pm (*in the Community Centre*)

1187.7. Wednesday 18th July 2007 – **Full Council** at 6.45pm (*in the Assembly Rooms*)

1187.8. Wednesday 25th July 2007 – **Finance & G.P. Committee** at 7.00pm (*in the Assembly Rooms*)

1188. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1188.1. The Town Clerk will give a confidential report relating to personnel issues.

1188.2. There was confidential information for the Council to consider relating to a bad debt relating to a Market trader.

It was agreed to carry out a claim from the small claims court to recover the debt owed to the Town Council.

Page 642

1188.3. There was a confidential item of e-mailed correspondence for consideration. This was relating to potential locations for future filming in Swaffham.

It was agreed with 1 objection to allow the film company to investigate this further.

The meeting closed at 9.20p.m.

Chairman.....

APPENDIX 1

Mr Ian Robinson – I challenge the version of the meeting as it appears on page 7 on the agenda, item 10.9. It is the report of the Open Spaces committee, my concern is about the second sentence. It implies that there was discussion about raising funds about a potential court battle. A charge would be asked for an entrance fee to the allotment but to purchase a map of the allotment. It is to raise awareness to the public about the allotments here in Swaffham.

Cllr Lister – I did raise a query regarding this as I would have a problem with that if SCALGA were going to take us to court.

Mr Robinson – I am deaf in my left ear, as you were sitting on my left I did not hear you say that.

Town Clerk – The accuracy of the minutes must be challenged at the next Open Spaces meeting.

Mr Corkhill – There is another planning application being put in for the Paddocks Nursing home on Cley Road. The trees that have a Preservation Order on them will overhang the building that will have the new ventilation system, this will damage those trees. The building is supposed to be 7 metres away from the boundary fence but it is only 5 feet. There are also more windows put in than what was on the plans.

Town Clerk – Some of the issues raised are to do with a past application and should be reported to the enforcement officer at Breckland. Could Mr Corkhill and any resident unhappy with this plan come into the Town Hall tomorrow and we will go over the plans with them.