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SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 14th June 2006 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 S Lister, Mr I Sherwood, Mr J Stockdale,
Mr L Wise.

Town Clerk: - Mr R Bishop
Deputy Town Clerk: - Mrs M Meyrick
Community Policeman: - PC A Partridge

Public: - 14

998. APOLOGIES & REASONS FOR ABSENCE.

- 998.1. Cllr Mann (work commitments).
- 998.2. Cllr Cannon (work commitments).

THE MEETING WAS ADJOURNED AT 6.46p.m.
THE MEETING WAS RECONVENED AT 6.52p.m.

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

- 999.1. Cllr Matthews declared an interest on item 1004.2. application 0546 as the applicant is a near neighbour. Cllr Matthews left the room when the item was discussed.
- 999.2. Cllr Greaves declared an interest on item 8.7(1005.7) as her husband is a trustee of Mencap.
- 999.3. Cllr Butters declared an interest on item 1004.2. planning application 859.
- 999.4. Cllr Stockdale declared an interest on item 755 as he is a neighbour.

1000. MINUTES – WEDNESDAY 10th MAY 2006

1000.1. The minutes of the Full Town Council Meeting of Wednesday 10th May, corrections - (1) page 501 item 982.5., Cllr Sherwood declared an interest on planning application 0540 as he is a member of the Conservative Club. (2) Page 502 item 983.5., Personnel: should read Cllr P. Buxton is a reserve member only. (3) Page 502 item 983.4. should read Cllr Sherwood suggested that Cllr Stockdale, Cllr Lister or Cllr Greaves should be the Icen Partnership representative. (4) Page 502 item 983.5. should read Icen Partnership: Cllr Stockdale, Cllr Lister and Cllr Greaves are representatives for the Town Council subject to these amendments the minutes were agreed and signed as a true record by the Chairman.

1000.2. It was reported that the numbering of the minutes are incorrect and would be corrected.

1001. MAYOR'S REPORT.

1001.1. The Mayor reported on various events she has attended particularly the: - British Legion Rally on the 14th May.

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Watton Civic Reception attended by the Deputy Mayor.

Swaffham Fun Day

Voluntary Services Day held on the 7th June.

The Mayor and Deputy Mayor attended a Reception of Norfolk County Council on the 9th June.

1001.2. The Town Council were given a presentation by the young representatives from the Sacred Heart Convent School about Fair Trade Towns campaign. The Council gave consideration to the adoption of a Fair Trade policy. Cllr Lister proposed and Cllr Buxton seconded adopt the policy.

It was unanimously agreed to adopt a Fair Trade Town Policy.

1001.3. A letter had been received from Mr P. Ison relating to various issues regarding Swaffham. Cllr Sherwood proposed and Cllr Greaves seconded that this letter be put on the next agenda for consideration.

It was agreed to place this item on next months agenda for consideration.

1001.4. A late request had been received from Swaffham Players to hold a bric a brac stall.

It was unanimously agreed to allow Swaffham Players to have a stall outside the Methodist Church Rooms.

1002. POLICE REPORT

1002.1. It was reported there had been 64 crimes in the past month. These included assault, offence with a weapon, theft from person, theft from motor vehicle, theft of motor vehicle, making off without payment, arson, possession of class A drugs, possession of class C drugs, criminal damage to building, criminal damage to vehicle, other criminal damage.

1002.2. PC Partridge reported that he has paperwork relating to the prohibition of alcohol which he will pass onto the Town Clerk later in the week. This is to look at a geographic area that could be made illegal for carrying and consuming alcohol.

1002.3. PC Partridge stated that the two letters from the Town Council which was sent to the Area Inspector makes a mockery of his attendance at these meetings. Cllr Sherwood stated that the Town Council appreciate what PC Partridge does for the community. Sometimes we have members of the public write to us or the Town Clerk and we have to react to that, this is something that happens occasionally.

1002.4. Cllr Stockdale reported that he had noticed a number of cars illegally parked and police cars drive by, ignoring them. PC Partridge stated that parking tickets which are the normal fixed penalty notice are part of the traffic wardens duties. We have a traffic warden that covers Watton and Swaffham. 600 tickets for this part of the year have been served and mainly in Swaffham. I think traffic violation is dealt with very well in Swaffham.

1003. TOWN CLERK REPORT:-

1003.1. The swimming pool land was in two parts, the second part was below the line as it relates to confidential correspondence and contractual issues this is listed on the agenda at 15.1.(d). The Town Council has just received outline planning consent

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with several pages of conditions attached, but this allows the land purchase to proceed as soon as time will allow. Confirmation on a couple of points is being sought including this permission coming through without a Section 106 agreement being attached.

1003.2. There has been no contact from Tyrone Roberts of the Swaffham Auction since the last meeting with the Police until the recent press report regarding his pending retirement. This issue was initially raised within the Town Centre meetings by Mott Macdonald and Norfolk County Council. The question is now if Tyrone retires or sells his business, whoever takes over the auction site has a similar problem. Then again, whilst it could be feasible for Tyrone to claim various rights over a long period of time (almost 50 years). These rights could not be passed on to a new auctioneer. The question is whether the Town Council offer to regulate the auction by bringing it under the control of the market? Cllr Stockdale proposed and Cllr Wise seconded to write to Tyrone Roberts thanking for all his work in Swaffham but to ask him to clarify when he will be retiring and asking him to attend a meeting with us to talk about someone else to take on the auction.

It was unanimously agreed to invite Tyrone Roberts to a meeting to discuss his retirement and the possibility of someone else taking over the auction.

1003.3. As a result of a meeting on 25th May between 4 members of Swaffham Pre-School the Deputy Mayor and the Town Clerk, it was clear that the Pre-school members were very confused and worried about their future. They did not know where to go for help and we certainly found it a useful meeting. Councillors were given a copy of a letter to Norfolk County Council which summarizes their concerns. A response to that letter has been received and also circulated to Councillors; this is from John Atkins at Norfolk County Council. The Mayor also attended a meeting of the Pre-School on Monday evening where it was reported that the Pre-School are almost certain that they will be managed at the First School. Also they felt there was no point in trying to stay in their present position whatever happens. Cllr Matthews reported that Norfolk County Council has had to do 26 of these in a short space of time. The First School is not sure yet if it is going in the school, there are things yet to be discussed, no one knows anything definite but are working towards it.

1003.4. A late decision had to be made to cancel the June Farmers Market. This was due to the town centre regeneration work in the War Memorial site. It is far more difficult and time consuming to try and relocate the farmers market in any other location, we looked at several options and decided reluctantly that it was best to cancel. There is every possibility that this may happen in July too, but hopefully everything will be completed by the time the first Wednesday comes around in August.

1003.5. The Clerk hosted a meeting with Mr. Dixon and Mr. Staines and five other residents regarding a right of way application for a byway on Princes Street. The Clerk advised the residents that they will all have their opportunity during the consultation process to put their views across. Further information is being obtained on the new legislation relating to new types of byway. When this is received it will be passed on to the interested parties and re-convene a meeting if necessary to see if this can resolve matters amicably. The dispute centres on the byway application, as this is a higher grade of application than a public footpath. It is understood that there would be no objection to a public footpath application. There followed a lengthy discussion. It was reported that when this was put on the agenda the first time it was for a public footpath it has moved on since then.

It was agreed to place this for discussion on the July Council Agenda.

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1003.6. The Mayor, Deputy Mayor and Town Clerk attended a meeting called by the Twinning Association last Tuesday 6th June. This was to go over all the travel details and programme of the visit to Couhe on Friday 30th June returning late on Monday 3rd July.

1004. PLANNING/DEVELOPMENT CONTROL:

1004.1. Notification of Decisions/Information from Breckland Council:-

3AG/2006/0347/F Planning permission granted for 5x office/commercial units, B1, B2, B8, showroom, trade counter, storage & warehousing. Ecotech Park. PC Ltd.	3PL/2006/0385/F Planning permission granted for the Installation of 20m slimline column with ground based cabinet & a small transmission dish. West Acre Road. O2 (UK) Ltd.
3PL/2006/1898/D Approval of Reserved Matters. Residential development and associated site works. Land at Lynn Road. Bovis Homes Ltd.	3PL/2006/0409/F Planning permission granted for Conservatory to side of property. 20 Oakleigh Drive. Mr. & Mrs. Gunner.
3PL/2006/0461/F Planning permission for the Change of use of amenity land to new vehicle access including new wall. 2 The Oaklands. Mr. D. Wright.	3PL/2006/0416/A Consent to display advertisements. Internally illuminated wall mounted and free standing signs. Busseys, Station Street.

1004.2. Planning applications:-

3PL/2006/0546/F Raising roof level (retrospective) and proposed new window. 1 Gordon Terrace. Mr. M. Green. OBJECTION – Attention drawn to the points made in the letter from Mrs S. Polaine-Leonard. The Town Council would like the planning authority to investigate and enforce any breaches of planning law. The Council object to this application on the grounds that it would be detrimental to neighbouring properties. Cllr Matthews left the meeting for the discussion of this planning application.	SP/Y/3/2006/3015 Norfolk County Council – Hamonds School, Brandon Road. To site 6 no 2-bay mobile classrooms; 3 no 3-bay mobile classrooms; 1no 5 bay double mobile classrooms, 1 7-bay 4 class mobile unit, 1 office unit & 2 toilet units for duration of building works. NO OBJECTION
3PL/2006/0755/F – Demolition of flat roof building & construction of 3-3bed houses – Mr M Green, Old Plowright Premises, Whitsands Road. NO OBJECTION	3PL/2006/0845/F – Erection of attached garage – Mr & Mrs M Robinson, 124 Southlands. NO OBJECTION
3PL/2006/0859/F – Rear extension – Mr & Mrs M Keddie, 4 Northwell Pool NO OBJECTION	3PL/2006/0860/F – Erection of a two storey rear extension – Mr & Mrs A G Lindhofer, Lindley House, Shouldham Lane NO OBJECTION
3PL/2006/0876/F – Proposed conservatory – Mr P Wheeler, 1 Church Mews NO OBJECTION	

1004.3. To receive the following items for information only:-

3PL/2006/0593/F 24 Spinners Lane – application for first floor rear addition withdrawn.	Tree Preservation Orders: rear of 7-13 Courtfields & 114-116 Brandon Road Manor House, Norwich Road
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1005. FINANCE:

1005.1. Accounts for Payments for June 2006.

The list of Accounts for payment was circulated to Councillors. See Appendix 1.

It was unanimously agreed to accept the accounts as listed

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1005.2. A request has been received relating to for a Section 137 grant for the Myers Playing Field. A summary of the estimates for Grass Cutting, Hedge Cutting, Tree Surgery and Signage feature in the letter from Mrs. Palmer (Secretary of the Trustees). Cllr Greaves proposed and Cllr Sherwood seconded a one off donation of £150.

It was agreed to give a one off grant of £150 to the Myers Playing Field.

1005.3. Notification of Annual Audit for the year ended 31st March 2006 has been received. This has to be returned by 11th September 2006. Some background papers have been circulated to Councillors to give some idea of the documentation that has to be put together for the Annual Audit. There are seven extra documents that have to be supplied in addition to the annual return. This is because the turnover is in excess of £200,000, these are listed on the page titled Swaffham Town Council Intermediate Audit. There is also information on what the Council has to do to advertise the audit and a summary of the rights as an elector.

1005.4. A proposal was received from the Rotary Club of Swaffham to donate a Notice Board to the Town Council to support the town centre refurbishment scheme. If the Council agree, the suggested location is at the Assembly Rooms or at the Town Hall or at a location specified by the Council. Other issues to be considered at a later date would be size, shape and construction, with planning permission obviously having to be obtained. The maintenance would be the responsibility of the Council as well as the upkeep of the board and its contents.

Cllr Sherwood proposed to say yes to the proposal but we would have to look at the positioning of it when the other notice board recycled from the bus shelter outside the Kings Arms is available.

It was unanimously agreed to say yes to the Rotary Club's proposal of a notice board but the position of it would be agreed at a later date once the notice board made from the recycled bus shelter is available.

1005.5. The Market Superintendent, the Town Clerk and Deputy Clerk met with Marjorie Vincent regarding the possibility of holding a French Market in Swaffham. There could be an opportunity to hold one in September and one in November later this year, the dates are to be confirmed. We looked at the possibility of having a road closure in order to retain parking in the town, with the exception of Market day itself. We would also need to talk things over with Market representatives if it was thought to be desirable to extend the French Market a further day to include the Saturday. If it was, then again to place the French Market in the road would mean that our normal market could set up unaffected. My recommendation is to agree in principle to allowing the French Market, subject to a favourable response from our regular market traders. Cllr Stockdale proposed to agree in principle to have a French market later in the year subject to speaking with the market committee.

It was agreed in principle for the Town Council to hold a French market later in the year subject to dates, market committee agreement.

1005.6. Details of Dial Restoration of Church Clock was received and circulated to Councillors. This confirms there would be not damage to the clock with this work going on separately to any other improvement that might be made in the future. Smiths of Derby would take this opportunity of cleaning and servicing the dial works mechanism, as it could be 15 years or so before the dial is in need of restoration again. There is an additional estimate of £2,000 for an automatic winding and time control regulator. The

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Clerk recommended not have this done at present until the Council have received various options to digitalise the clock.

It was agreed to delay a decision on the automatic winding and time control regulator until all other options have been received.

1005.7. A request had been received for a Section 137 grant from Mid Norfolk MENCAP. The letter from MENCAP is a borderline case as Mid-Norfolk Mencap is based in Dereham but there is specific reference in their letter that a grant of £250 to £300 would be towards MENCAP holiday play-scheme organised on eighteen days in August for local children and young people who have learning difficulty from the Swaffham and Dereham Area.

Cllr Sherwood proposed not to give a donation but to put this request before the relief in need charity.

It was agreed not to give a donation to Mid Norfolk MENCAP but to put this request before the Relief In Need Charity.

1005.8. Discussion took place to formally approve and apply to borrow £120,000 from ODPM/Go East, in preparation for the drawdown of Public Works Loans of £70,000 and £50,000 respectively. These loans are for a land purchase and the Museum refurbishment. With the approval in place the Council will have six months to take up the option. Cllr Stockdale proposed and Cllr Buxton seconded for the Clerk to draw the money down.

It was agreed with 1 against to apply to borrow £120,000 from ODPM/Go East in preparation for the drawdown of Public Works Loan.

1005.9. The Clerk has spoken with both Simon Fowler the Treasurer and Paul Ison the Chairman of the Town Estate recently regarding an application to the Town Estate for grant assistance. Both have confirmed that the flagpoles will be paid for whilst the scaffolding is in place at the Town Hall. Similarly the Town Estate will make a contribution towards the re-gilding of the Town Clock to allow the Council to take advantage of the scaffolding to be erected around the Church Tower. The amount of their contribution will be confirmed at the next meeting of the Town Estate in July.

1005.10. The issue of the Market Waste contract is potentially going to put our costs for Market Waste over the agreed budget. It could be by as much as £4,000. The Clerk has got an agreement from Sarah Cram at Breckland that the new prices start from 1st October so this will minimise the impact. The current contract is with Serco, but Breckland have suggested in order to keep the cost down would the Council consider going to a self cleansing market. It is the disposal cost of the waste that is the problem, as this pushes the figure over budget dependant on roughly two tonnes of waste being collected each week.

It was agreed that the Clerk seeks advice from Dereham and Thetford Town Councils on their self cleansing markets and to place on the next agenda for discussion.

1006. JUBILEE HERITAGE PLAN.

1006.1. Minutes of Icen Partnership meetings were circulated to Councillors for information only.

1006.2. The Council discussed a draft structure for the future of Partnerships. Cllr Greaves gave a report to the Council. Each Councillor were given a diagram that outlined the new

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structure that was agreed by the Steering Group. The main aim of the steering group was to address the concerns and criticisms of partnership working. The partnership has to be mutually beneficial to the Town of Swaffham and its surrounding villages, taking into account all current legislation and Local Strategic Partnership funding streams.

The Council considered the following 4 points: -

1. To adopt a Town Group within its committee structure, this will consist of six Councillors and five others representing businesses, retailers and other interested parties, in addition to other non-voting members.
2. To agree in principle to appoint six Councillors to the new Town Group who would be given appropriate delegated authority to the Councillors serving on the Town Group. The full detail of such delegated authority, to be fully debated, and agreed by the full Council at a later date.
3. Part of the delegated authority would be for the six Councillors on the Town Group to appoint three of them to serve as Directors on the Partnership Board.
4. Commit the Town Council to working as part of the Local Area Partnership and beyond the current funding period. This is on the proviso that a new constitution is agreed to compliment the new structure.

It was agreed with 1 abstention to adopt the above 4 proposals of the Future Structure for the Local Area Partnership
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1006.3. The Clerk gave a brief report on the progress on the Town Hall. The snagging on the building after a year of our occupation is now in progress and should be completed by Veltshaws. The gate posts are now in place, the new gates should be in place at the Cley Road entrance by the end of the week. The hard standing area for disabled parking is in hand, and Evergreen Builders should have this in place before our July meeting.

1006.4. The Clerk gave a report on Swaffham Museum Ltd. Things are progressing quite rapidly on site. A site meeting has been arranged with the contractors to view progress to date. This will be next Tuesday 20th June at 2.30pm. Any Councillors interested are to notify the Town Hall. The project is past the half-way mark now with the contract, it is still within budget. There have been difficulties to overcome along the way, and everyone now looks forward to the Museum re-opening later in the year.

1007. GENERAL CORRESPONDENCE:

1007.1. A letter and reply have been received and circulated to Councillors relating to Market Trader Noel Wye-Harris.

1007.2. A letter and reply to Mrs. Drewell reference a planning issue have been received and circulated to Councillors.

1007.3. A letter of thanks from Home Hospice Support with reference to the Mayors Reception Auction has been received and circulated to Councillors.

1007.4. A circular letter and leaflet on the Pedlars Wayfarer(Hop on Hop Off) Cycle Bus have been received and circulated to Councillors.

1007.5. A letter and reply regarding parking on the pavement at 25 Station Street have been received and circulated to Councillors.

1007.6. A Discussion Paper on Local Authority Byelaws has been received.

1007.8. Correspondence has been received and circulated to Councillors from Paul Green regarding the TIC Bus Shelter. The Clerk has advised Mr Green regarding the Freedom of Information Act. Mr Green wanted Councillors to be aware that we do not own the

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land where the bus shelter is situated, and whether due consideration has been given to adverse effect on the adjoining business premises. He has also stated that he may make an application under the human rights legislation over this matter.

Cllr Stockdale proposed and Cllr Wise seconded to write to him and say we are taking the interests of the townspeople of Swaffham and will go ahead with the bus shelter.

It was agreed to write to Mr Green informing him the Council have taken the interests of the townspeople and will go ahead with the position of the bus shelter.

1007.9. A letter has been received and circulated to Councillors from Christopher Fraser MP registering the dismay of Mr. Paul Green regarding the erection of the TIC Bus Shelter.

The Clerk reported that he will update Mr. Fraser based on the consideration given to Paul Green's letter.

1007.10. A request has been received regarding the placement of a tablet memorial for Mona Cook in Section D Cemetery. This request has been brought before the Council as it is for an application to have a granite tablet memorial flat to the ground in Section D of the Cemetery where there are only headstones. Cllr Lister proposed and Cllr Baker seconded not to give consent to this.

It was unanimously agreed not to give consent to place a tablet memorial in Section D of the Cemetery.

1007.11. A request has been received and circulated to Councillors from Save the Children and Swaffham Bowls Club for a stall outside the Methodist Church on Saturday 2nd and 30th September respectively.

It was agreed to grant permission for the Save the Children and Swaffham Bowls Club to hold a stall outside the Methodist Church on Saturday 2nd and 30th September.

1007.12. Details of an early day motion as detailed in circular letter from Charter 88 relating to the Sustainable Communities Bill was circulated to Councillors. This is another request from a lobbying group 'Charter 88' to support the Sustainable Communities Bill. The Council have already passed a resolution relating to similar issues. My recommendation is that you take no action relating to this particular group.

It was agreed not to take any action relating the Sustainable Communities Bill from Charter 88.

1008. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1008.1. SWAFFHAM & DISTRICT TOURISM ASSOCIATION A.G.M. report by Cllr Buxton
Cllr Buxton attended the AGM as the Council's representative. A presentation was given by Louise Truswell of Norfolk Tourism about current development. She spoke particularly about the website and showed the new home page which was colourful and informative and had links to many sites. The website covers all areas and subjects and the visits to the sites were matched by a good increase in actual visits to the area. She demonstrated the upward trends over a period of three years.

Membership of the Tourism Association this year numbers 51. 50,000 copies of the new Swaffham Visitor Guide are being well distributed and one page listing tearooms and restaurants in Swaffham has gone to all the people – drivers, agents, etc. - concerned with Thursford.

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A competition in the Norfolk magazine had promoted Around Swaffham with links to the Brecks and Norfolk. As part of the CER package the Assembly Rooms are being promoted by Icen through brochures aimed at weddings, craft fairs, business conferences etc. Four different posters will be placed in and on buses in the area and an ad will appear before film performances in a cinema in Norwich.

In the Breckland report it was noted that tourism is worth £268,000,000 with around 5,900 jobs involved. The cabinet has decided not to promote through brochures but to continue the Breckland website. It is understood that they will not be employing staff at the TIC but will encourage partnership to promote the area and will support with grants where appropriate.

The nine members of the committee were re-elected with Martin Hickey as Chairman and Vanessa Scott as Vice-Chairman and representation of the villages.

1008.2. HEALTH FORUM report by Cllr Buxton

The Swaffham & District Health Forum met this week in the Community Hospital. Speakers included Peter Wrighton, Practice Manager at the Campingland Surgery, who talked about the enormous number of changes taking place through government initiatives.

Lynn reported that there is a new chief executive at King's Lynn MIND and the furniture project (01553 723193) is proving successful. The café in the Swaffham Community Centre operates three days, Monday, Wednesday and Friday 9.30-4p.m., and is doing well and may lead to an additional support worker. Both the picture framing in Downham Market (01366 385991) and the furniture restoring in our Community Centre are progressing well.

The Carers' Outreach Worker, Louise, is now working with carers of adults over 18 and is offering support particularly to "hidden" carers.

Trevor Turk reported on the work of Next Step which offers careers advice to anyone over 20 (www.nextstepnorfolk.org.uk).

West Norfolk Family Support Team is now known as the Family Solutions Team.

Martin Seymour, Breckland Council's Health Improvement Officer, announced that Breckland is appointing a Sports Development Officer and an Arts Development Officer in the near future. The Walking for Health programme continues well.

1008.3. Cllr Greaves attended a recent meeting of the Olive Tree Trust.

1009. BRECKLAND COUNCIL.

1009.1. Letters have been received and circulated to Councillors relating to the footpath between 'Motorshop' and the store 'Whatever Next'.

1009.2. Details of Breckland & Town Council by-elections on 22nd June 2006 have been received and circulated to Councillors.

1009.3. A copy of the Breckland Community News (Spring issue) has been received.

1009.4. 4 documents each relating to implementing of e-government have been received.

1009.5. An e-procurement strategy has been received.

1009.6. The Economic Prosperity Strategy 2006-10 has been received.

1009.7. A circular regarding a Homelessness Strategy Review 2006 (full doc 96 pages) has been

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received. Any comments Councillors may have are required by 14th June 2006. The full document you can see at the Town Hall.

1009.8. The Recreation Ground licence is to be considered next Wednesday. Cllr Sherwood was to speak on behalf of the Town Council on this application. Cllr Sherwood has taken legal advice as he is Chairman of the licensing committee. It was advised that it would be seen as undue influence by the chairman to sit at the back of the room or speak on behalf of the town council. He did propose that the Clerk and a Councillor attends to speak on behalf of the council.

It was agreed for the Town Clerk and Cllr Greaves attend the licensing committee meeting next Wednesday and speak on behalf of the Town Councils application.

1009.8. Breckland Councillor reports.

(a) There is a meeting arranged for the public to attend a Street Scene Conference on the 6th July at 5.30pm.

(b) Shambles – The rubbish, ownership and cleanliness of this area is of concern. Breckland are working very hard on this and are working with the shopkeepers to try and address this.

(c) An independent audit of black and green waste has been undertaken. The Breckland District is above national average of recycled waste, this is a great success.

1010. NORFOLK COUNTY COUNCIL.

1010.1. A letter and reply have been received and circulated to Councillors regarding the Town Centre Street Furniture Consents.

1010.2. A letter and reply have been received and circulated to Councillors regarding Removable Bollards.

1010.3. A circular letter has been received and circulated to Councillors regarding Woodfuel in Norfolk Booklet (booklet 36 pages).

1010.4. Letters relating to New Roadworks at junction of Cley Road have been received and circulated to Councillors.

1010.5. Letters relating to Picnic Benches on pavements in the Market Place have been received and circulated to Councillors.

1010.6. A letter from Woolworths and the replies regarding Swaffham Town Centre have been received and circulated to Councillors.

1010.7. Letters and e-mails to and from Mott Macdonald relating to the Town Centre Enhancement Scheme – Traffic Regulation Order/Removable Bollards have been received and circulated to Councillors. This correspondence and the copy of the relevant traffic order relates to the area in front of the Assembly Rooms and the footprint of the Market in the central area. There is disappointment in the response from Steve Barker, as with the area in front of the Assembly Rooms. This request was made on behalf of the Town Council at the Town Centre meeting for management reasons relating to the market. The new bollards have changed the nature of that end of the market place, it is necessary for the removable bollards to be in place to allow loading and unloading in that area every week, not just as a last resort. As for the footprint of the market, the new wider footpath at the Buttercross end and either side of the parking areas have cut down the central area. Until told any different the Clerk will seek to manage this area in a similar way to the eastern side of market place where stalls are set up in the same place as they have always been. That was what was promised in the first place; to say that the

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market need not encroach on the new pedestrian areas is wrong. The Buttercross and the Assembly Rooms are still in the same place, the area has been constructed on one level for the Market, so the Market will remain unchanged too!

1010.8. A draft of Swaffham Traffic Action Group leaflet (newsletter insert) has been received and circulated to Councillors. It is unfortunate that we do have a by-election next week with one candidate standing for the Relief Road Group thus as such this now makes this leaflet something that would not normally be discussed in the period leading up to an election. Cllr Sherwood proposed to place this item below the line.

It was agreed to place this item below the line for discussion.

1010.9. A letter from Mr. W. Bompas regarding road markings has been received and circulated to Councillors. Mr. Bompas is making a point about the informal crossings. Similar points have been made at Town Centre meetings regarding the matter of who has the right of way the vehicle or the pedestrian. It is the vehicle, but you do get a number of people just stepping out into the road believing that it is the right of the pedestrian to do this.

1010.10. County Councillor report.

A leaflet has been produced called care and repair for elderly people which lists tradesman who are considered suitable to carry out work.

1011. To notify of the DATES and changes of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-

1011.1. Wednesday 5th July 2006 at 6.30pm Relief in Need (*in the Council Chamber*)

1011.2. Wednesday 19th July 2006 at 6.45pm Full Council (*in the Council Chamber*)

1011.3. Wednesday 26th July 2006 at 7.00pm Finance & G. P. Committee (in the Council Chamber)

1011.4. Wednesday 28th June 2006 at 6.30pm Recreation Ground Committee
at 7.30pm Annual Market Traders Meeting

1012. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1012.1. A draft of Swaffham Traffic Action Group leaflet was discussed.

It was agreed to allow an article to be placed within the next newsletter which would be delivered after the by election but the Town Clerk will have editorial rights.

1012.2. On-going pension dispute with a previous employee.

The Council has received notification that the first stage of the appeal process has not been upheld in favour of our former employee disputing pension rights. There is a right of appeal, there are two further stages to go through.

1012.3. Access issues relating to the Town Hall or Museum.

The process with the Disability Discrimination Arbitration Service will unfold in due course.

1012.4. Access to town hall from Cley Road. Permission was sought to approach Mr Cross and Mr Wing.

It was unanimously agreed to approach Mr Cross and Mr Wing regarding the access to the Town Hall from Cley Road.

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1012.4. To consider Allotment policy issue request from an allotment holder. The Clerk brought to the Council's attention the issue of erecting sheds on allotments. This is at the discretion of the Town Council, but there are planning regulations that need to be drawn to the attention of future and existing allotment holders. The Council considered various options. A meeting had been arranged for this Friday at the Town Hall with the allotment holder in question, the Mayor and the Town Clerk.

It was agreed to draw the legislation to the attention of all allotment holders, and leave any enforcement to the planning authority.

1012.5. To receive a report on contractual issues relating to Swimming Pool Land. A confidential report was given to the Town Council in respect of Mr & Mrs Dennis. The report was noted by the Council.

It was unanimously agreed to meet with Mr & Mrs Dennis when they are next in Swaffham. To also meet with representatives of SPA to brief them of the latest report. It was further agreed that the confidential report should remain confidential.

The meeting closed at 9.43p.m.

Chairman.....

APPENDIX 1

Reported at the last meeting a letter was given to the mayor at this meeting about incidents on Queen street

Mrs Miles - Who is responsible for keeping the roads clear particularly on Sandringham Way?

Mayor – Breckland is responsible for some.

Cllr Sherwood – I will go there myself and clean it.

Mrs Miles - How are you getting on with the footpath from Swaffham to Sporle?

Mayor – There was one in Sporle but there was not one from Swaffham to Sporle.

Cllr Lister – I would like to ask the Icen Partnership about the rubbish outside the Assembly Rooms, is that your problem?

Tony Dickens – I have no idea.

Sheila lister – Can I bring it to your attention?

Tony dickens – By all means.