

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 18th July 2007 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

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

Town Clerk: - Mr R. Bishop
Deputy Town Clerk: - Mrs M. Meyrick

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1188. APOLOGIES & REASONS FOR ABSENCE

1188.1. Cllr Darby (in hospital).

1189. DECLARATIONS OF INTEREST

1189.1. Cllr Jennison declared a personal interest on item 1194.4.

1189.2. Cllr Wickerson declared an interest on item 1194.2 (planning application 1048/F and 1049/LB) as his house backs onto Holmwood House.

THE MEETING WAS ADJOURNED AT 6.47p.m.

THE MEETING WAS RECONVENED AT 7.23p.m.

1190. MAYORS' REPORT

190.1. The Mayor attended numerous civic duties in the past month including: -

22 nd June	Change of command at Mildenhall
24 th June	Attended Veterans' Day service in parish church followed by a service at the HQ of the Desert Rats in Mundford
27 th June	Award Ceremony for the Youth in the Assembly Rooms
13 th July	AGM of West Norfolk Section of the NSPCC
15 th July	Swaffham Civic Service
	Unfortunately neither the Mayor Deputy Mayor were able to attend a reception given by the new High Sheriff of Norfolk at Gayton Hall

1190.2. Urgent reports at the Mayor's discretion of which prior notice was given.

(a) A copy of a letter from the Norfolk Primary Care Trust with a Final Report on the Review of Intermediate Care Services and Consultation 'Our Health, Our Care, Have Your Say' has been circulated to Councillors. The important news is that general rehabilitation/ palliative care beds are located across five core NHS sites: Norwich, Dereham, Kelling, North Walsham and Swaffham. SWAFFHAM is to retain its 18 beds. The report states that this is subject to a review in terms of the need for increased bed numbers in the future to reflect demographic pressures.

It was agreed to suspend standing orders to allow Sheila Childerhouse Chairman of the Norfolk Primary Care Trust to give a report.

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Mrs Childerhouse thanked the Council for allowing her to address them. "I am personally pleased to put together a proposition that Swaffham should be retained. I have real worries about the future, not because of the changes internally but it is a real restrictive site. Communities looked at there potential and I am pleased that the Town Council have put this proposal forward. There is not any immediate threat of closure for the unit but we need look at the future for the next 20-30 years. We know we will have a vastly increasing population which will put an extra strain on the health service. We are very grateful of the Town Council's offer and we recognize that we have to make changes. We need to get this right; this is the really crucial stage.

Cllr Sherwood – There are 89 community hospitals across Norfolk, 5 will keep there intermediate beds. Swaffham has got good news and bad news within the recent report. Swaffham has got 18 beds, there is concern that in the solutions. The NHS Rehabilitation Service says that there must be 24 beds to be cost effective and Swaffham must expand to survive in the future. This is why there is a review coming in 12 months time. It is only a stay of execution; there is still a lot of work to be done.

Mrs Childerhouse – One of the issues is that the site is very constrained. The ability is for it to grow on a site to expand if we need to. It has to be fit for the future not just for now. I pay tribute to the Town Council for being pro active.

Mr David Gulliver, Chairman of the hospital League of Friends. I want to reiterate what Cllr Sherwood and Mrs Childerhouse have said. I know there is a lot of controversy to the sale of the allotments. That pocket of land would be 3.2 acres to accommodate the hospital. The land would be leased to the hospital so would still belong to the town. The hospital would be built and leased back to the PCT for 35 years. People are saying to me why do we need a new hospital. I tell them we are looking to the future; it is an extension of the main hospital in King's Lynn. The QEH is supporting a new hospital and looking to expand the hospital here in Swaffham. I can understand the allotment holders who are up in arms but we must look at the future. I am asking the Town Council to look at this in a favorable way; we need to consult and the stake holders around the town for the future of Swaffham and its hospital. I am asking you to support this or we will not have a hospital in Swaffham in the future. We have the beds for the next 12 months if not 2 years.

Mr Dennis Tallon – I have a few questions: -

- 1) What will happen if the Town Council is unsuccessful in getting permission to sell off the allotments sites?*
- 2) The PCT has embarked on this route because of money and in that the current hospital is in the wrong place. If the hospital if funded via PFI the pct will spend 5-6 times more than if they would have spent it out of their own funds. The PFI is a disaster.*
- 3) Why should Swaffham pay for a new hospital? There is other land that is not allotment land. If that land is not sold and given to the PCT it will be useless to the people of Swaffham. The whole idea of selling off the allotments is to use the money to invest in Swaffham's future.*

Cllr Matthews – This is something that would need to be discussed.

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Mrs Childerhouse – This is the beginning process. We need to look at care across Norfolk; it is not a simple straight equation. When it comes to being in the right place, should we just have a blank page and start again. It is a kind of PFI, not a pure one; it will be retained by local partnerships. It will be very different to the Norfolk and Norwich, the new Plowright surgery in Swaffham was built under that scheme.

Cllr Butters – We have won the first battle, but we have not won the war. I hope the people of Swaffham will take a new hospital to their hearts as they have the old one. Hundreds of thousands of pounds have been raised by the friends and I hope it will continue.

(b) A letter has been received from Fakenham Town Council asking if Swaffham would second a resolution to the Norfolk County Association of Parish & Town Councils AGM. This is an amendment to the constitution as follows “If he ceases to be a local councillor, or his council ceases to be a member of the Norfolk Association he shall cease to be a member of the Executive Committee at the end of the AGM following.” To be replaced with “If he resigns as a local councillor, or his council ceases to be a member of the Norfolk Association he shall cease to be a member of the Executive Committee with immediate effect, and within two months of the event in any other circumstances.” Cllr Sherwood proposed the Town Council second the amendment to the constitution put forward by Fakenham.

It was agreed for Swaffham Town Council to second the amendment to the NCAPTC constitution as proposed by Fakenham Town Council.

(c) A letter has been received and circulated to Councillors from Karl Dunbar regarding the Town’s War Memorial. Mr Dunbar requests the council give consideration to the offer of Mr John Travers be accepted as ‘custodian’ for the Memorial site. Mr Travers has volunteered to undertake the general up-keep of the site to the present standard. There would need to be liaison between the Town Clerk and Mr. Travers on the understanding that the ultimate responsibility still lies with the Town Council and this arrangement could be reviewed at any time in the future. Cllr Sherwood proposed to accept Mr Travis to act as custodian.

It was unanimously agreed for the Town Council to act as a custodian for the War Memorial.

Mr Dunbar also requests to formally accept the setting up on an account, its sole purpose being the providing of clearly identified expenditure to keep the Memorial to the current standard. The Council are also asked to consider giving a small token sum towards this fund. It is further recommended that the Council could set up the fund for the War Memorial in a similar way to the arrangement with the Friends of the Recreation Ground. There could be signatories from the Legion and the Council, it would be under the control of the Council via the Town Clerk and audited with all other expenditure. This again needs to be clearly defined in approved delegated authority.

It was unanimously agreed that the Town Council set up a bank account for a War Memorial fund with signatories from the Town Council and the British Legion.

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(d) A request has been received and circulated to Councillors from the Breckland Christian Fellowship requesting the use of the Buttercross on Sunday August 5th 10am – 12 noon. The event is called Church with no Walls. It will start with Breakfast of Bacon, and Sausage Rolls (free), then followed by a service including puppets to entertain the children and worship. There is a further request to use the electricity.

It was unanimously agreed to allow the Breckland Christian Fellowship the use of the Buttercross and electricity on Sunday 5th August for a Church with no walls event.

1190.3. A report from the Chairman of the Twinning Association Stan Sole regarding the visit from Swaffham's Twinned Town Couhe was given. On Saturday 26th August 1967 in the Assembly Rooms the then Chairman Mr Jack Perkins signed an agreement with the Mayor of Couhe. Two months after the agreement was signed with Swaffham, Couhe signed an agreement with Hemmoor in Germany. It was inevitable that Swaffham should sign an agreement with Hemmoor too. The bonds of friendship are still going strong and we could not allow this 49 year anniversary to pass without it being marked in some way. It is planned that on the August bank holiday weekend the celebration will take place. On the Saturday night the Twinning Association are organising a buffet dinner and dance at the EcoTech Centre. Swaffham Town Council is planning a formal lunch on the Sunday where the Mayor will present a 40th Anniversary Certificate to the members from Couhe.

1191. POLICE REPORT

1191.1. Cllr Sharpe requested if information could be sought regarding when the police station is open as they are not open on the times stated on the door.

1191.2. Cllr Skinner reported that she had attended a recent Crime Prevention meeting. There was concern relating to the CCTV cameras, they feel they need updating. Cllr Skinner was informed that the cameras are currently under review by Breckland Council. They are looking at a number of options including digital cameras.

1192.3. It was requested that the Town Council contact PC Partridge to get a report back about the lorry traffic in Whitecross Road and the parking outside Hamonds High School. It was reported that PC Partridge is on sick leave at the moment. The Town Clerk has contact with the new PC so will get in contact with her for an update.

1192. MINUTES

1179.1. The minutes of the Full Town Council Meeting of Wednesday 13th June 2007 were agreed and signed as a true record by the Chairman.

1193. TOWN CLERK REPORT

1193.1. Swimming Pool Land Purchase.

The Council's solicitor advises to hold on the proposed land purchase until the deed of easement is settled between Breckland Council and Landmatch Holdings; this is to gain access to the proposed site. The Council are advised by Breckland that everything has been passed to their surveyor's Steele & Co.

1193.2. Planning Seminar held on 14th June.

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The Planning Seminar at the Assembly Rooms was attended by the Town Clerk, the Assistant Town Clerk, Cllrs Butters, Harman and Jennison. The most relevant part of the day was the Costessey case study demonstrating the use of Section 106 negotiations with the developer for the benefit of the community. There were other speakers who addressed the benefits of sustainable development and how the Local Development Framework was implemented. The latter would have been of greater benefit if it had addressed the practicalities of how it works on the ground.

1193.3. Meeting with Ian Lambert regarding Quality Councils.

The Town Clerk attended a meeting at County Hall on 20th June with Clerks from the 10 Quality Councils in Norfolk. The purpose was to see if there were ways in which communication could be improved between the County Council and the Quality Councils. Issues such as the internal departmental direct line numbers and intranet system where information is disseminated to various departments were discussed. It was suggested that this could be trialled with the Quality Councils. The possibility of having a dedicated line for Town & Parish Council Clerks, with a specially trained member of staff was also discussed. This would be a major step forward as Clerks would be treated as colleagues rather than the same as any other member of the public.

1193.4. Meeting with Ray Johnson (Breckland) on 3rd July.

The meeting was attended by the Deputy Mayor and the Town Clerk. Issues discussed related to Recreation Ground Toilets, progress has been reported to the Recreation Ground Committee. Waste Recycling Credits – the Town Clerk will be attending a meeting next week. The Buttercross and Shambles conveyance are both edging forward. The swimming pool site, planning, training and issues relating to the Kingdom filming crew were also discussed. Other issues confidential at this stage will be reported as they progress.

1193.5. Report on Work experience students from Hamond's High School.

The Council had two work experience students from Hamond's School for one week only in the week commencing 2nd July. One based in the Town Hall reception, the other working at the Cemetery. Both students enjoyed their time with the Council. It was difficult to assess their progress in such a short time, previously they have had two weeks and in every case the second week brought more confidence and achievements.

1193.6. Report briefly on Cheltenham Summer Seminar on 11th & 12th July.

The Town Clerk and Deputy Town Clerk attended the annual Summer Seminar at the University of Gloucestershire. The agenda included Mark Rickard from the Department of Communities & Local Government looking at participative v representative democracy. Other specialist speakers in the world of partnerships, the community sector, Project INVOLVE looking at public participation strategies and how they work. Case studies of community projects at Ivybridge in Devon. DEMOS looking at how to reach out beyond the usual suspects. A Suffolk Monitoring Officer – ethics, reputation and local engagement. The theme of the seminar was "connecting with your communities". It was an excellent event very relevant to the work going on in our sector of local government.

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1193.7. Draft no smoking policy.

A draft No Smoking Policy has been circulated to councillors prior to the meeting. This has been adapted from a model to suit the Town Council. It is to ensure that the Council is compliant with the new smoking law which came into force on 1st July 2007.

It was unanimously agreed to accept the No Smoking Policy.

1193.8. Insurance Seminar.

The Town Clerk and Deputy Town Clerk attended a Zurich Insurance Seminar at the Assembly Rooms on 4th July. This included an accident and claims review, Health and safety implications of an aging workforce, Working at Height regulations and the Compensation Act & Corporate Manslaughter. A report on health and safety will go to the finance committee next week. There are a number of implications to consider with regards managing our land, property, contractors, staff and councillors. These cannot be ignored and some will inevitably impact on the forthcoming budget later this year.

1193.9. Town Centre Flowers.

The Town Clerk reported that there has been a spate of vandalism to the Town Centre flowers. There is always some vandalism each year but this year there has been a considerable increase. Some flowers are taken out completely, flower heads removed or the flower beds are trampled on.

1194. PLANNING/DEVELOPMENT CONTROL:

1194.1. Planning decisions from Breckland Council:-

3PL/2007/0433/F Planning permission granted for the Construction of two detached houses after demolition of existing bungalow. Greenborders, North Pickenham Road. Walnut Farm Developments Ltd.	3PL/2007/0690/F Planning permission granted for garage extension. 4 Low Road. R. Farmer Esq.
3PL/2007/0626/F Planning permission for extension over existing attached garage to the side. 62 Longfields. Mr. A. Martin.	3PL/2007/0724/F Planning permission granted for new double garage & demolition of existing garage. 9 Beech Close. Mr. & Mrs. Anscombe. N.B. Letter from Breckland confirms that STC comments were fully considered in the determination of this application advises on balance the scheme was not considered to be refusible. The replacement of the existing garage, forward of the existing structure, was not considered to represent overdevelopment nor was it considered that it would impact on the character of the area or appearance of the street scene.
3PL/2007/0759/F Planning permission for side extension. 11 Stratton Close. Mr. & Mrs. P. Riedlinger.	

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1194.2. Planning applications:-

3PL/2007/0921/CU Change of use of amenity space to garden. Land in front of 1 The Oaklands. Mr. S. Bates. NO OBJECTION	3PL/2007/0677/A Erection of fascia sign. Co-op Pharmacy, Market Place. CWS Retail Financial Services. NO OBJECTION
3PL/2007/1067/LB and 3PL/2007/1068/F Conversion of rural building to form dwelling (amended design). NO OBJECTION	

1194.3. Late applications received at the Mayor's discretion.

a) 3PL/2007/1048/F and 3PL/2007/1049/LB Extension to provide additional kitchen, laundry and external shelter. Holmewood House, 40 Whitecross Road. Integrated Nursing Homes Ltd. NO OBJECTION	b) 3PL/2007/1098/F Single storey extension. 54 Southlands. Mr. & Mrs. P. Prowting. NO OBJECTION
c) 3PL/2007/1145/LB Upgrade of exterior corporate signwork by the installation of 1 fascia sign (existing external illumination) NO OBJECTION	

1194.4. Wind Turbine Policy for Swaffham.

A copy of the statement of Breckland Council's Wind Energy Development Policy was circulated to Councillors prior to the meeting as a starting point for discussion. There are many other documents that may or may not be relevant. Some are referred to in Breckland's policy such as Planning Policy Statements and Planning Policy Guidance notes. The Deputy Town Clerk has also researched some technical data relating to wind turbines. There followed a lengthy discussion. It was felt that a sub group is established to look at this in more detail as there are many issues involved. Cllr Wickerson stated that Breckland Council's policy is purely based on 3 issues. Their policy does not go into carbon footprints etc, it is based on planning issues. We have to move quickly as there are a number of plans in at the moment for wind turbines. Cllr Wade stated that there are an increased number of applications being put forward. This is an issue of climate change, government policy is in support of renewable energy, and the Town Council has to be careful that they do not have the view of 'not in my back yard'. They must take into account the views of the electorate as a whole and must not be seen as obstructive. There are also people that are in support of wind turbines especially young people, there is a lot of detail that needs to be looked at. We have to look at each case on its own merit rather than across the board. Cllr Wickerson proposed and Cllr Sherwood

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seconded to put together a sub committee to look at a policy for Wind Turbines in more detail.

It was agreed that a sub committee is formed to discuss and recommend a policy for wind turbines.

1194.5. One late notification of a Tree Preservation Order received for 24 Pedlars Grove, Swaffham.

1195. FINANCE:

1195.1. Accounts for Payments for July 2007.

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

It was unanimously agreed to accept the accounts as listed

1195.2. Some Councillors will be aware that the Town Clerk had been working behind the scenes trying to balance the accounts for the year ending 31st March 2007. This finally happened 12 days ago, after two and a half weeks of searching. The banks all balanced, all entries were entered correctly, and the problem was with the computer software which we thought was bringing forward certain outstanding entries in the previous year. It wasn't, hence the figures had to be entered manually to balance the accounts. It was difficult to find something that we were not looking for, but thankfully by a process of elimination including the software manufacturers, it was found. The final accounts for year ending 31st March 2007 have been circulated to the Council prior to the meeting.

Section 1. The end of year statement for year ending 31st March 2007 has been circulated to Councillors at the meeting. It was proposed by Cllr Sharpe and seconded by Cllr Sherwood to accept the end of year statement.

It was agreed with 3 votes against to accept the end of year statement for year ending 31st March 2007.

Section 2. The end of year statement of assurances for year ending 31st March 2007 also needs to be approved. It is recommended to take each statement individually. It was proposed by Cllr Sharpe and seconded by Cllr Sherwood to accept the statement of assurances.

It was agreed with 3 votes against to accept the statement of assurances for year ending 31st March 2007.

1195.3. An update has been received from Ray Johnson relating to the transfer of Public Toilets and Play Areas. The report went through the Executive last week and was finally approved by the Cabinet yesterday. The negotiations have proved successful and the final figure we will receive from Breckland for the toilets has been increased by £30,000 to £245,000. The toilets will be transferred in the autumn as soon as the legal work is complete. Antony Wright will be preparing a full set of plans for the toilets and this will be supplied next week with the specification to allow the Council to go out to tender. The play areas will follow slightly later this year, everything that was outlined by William Nunn last year in a presentation to the Council has been approved. The Commuted figure will come on an annual basis for

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a period of 30 years instead of as a lump sum. Serco's maintenance contract will stay in place until it concludes in 8 years time.

1196. GENERAL CORRESPONDENCE

1196.1. Correspondence has been received and circulated to Councillors from the Government Office East relating to allotment disposal at Shoulder of Mutton and Days Field. The correspondence and contact with GO East is on-going.

1196.2. A copy of e-mailed correspondence with Denis Bishop of Business Link relating to a new Business Support Clinic/Surgeries at the Community Centre has been circulated to Councillors. There will be further information to follow on this new initiative. This will be circulated as it becomes available.

1196.3. The newsletter of NCAPTC was circulated to Councillors separate to the meeting pack.

1196.4. A copy of correspondence has been circulated to Councillors relating to the Swaffham Players request granted for a Bric-a-brac stall outside Methodist Church on Sat 30th June. This was a standard request granted using delegated responsibility to the Town Clerk and Market Superintendent.

1196.5. Correspondence has been received and circulated to Councillors from Mr. N. A. Morton relating to an event organised by the Friends of the Recreation Ground and access to the Market Cross Restaurant. This correspondence relates to a complaint regarding an event organised by the Friends of the Recreation Ground. A copy has been passed to them. A further letter has been received since the meeting pack was circulated; a copy has been circulated to Councillors at the meeting for information. This letter will be answered and contained in the September meeting pack.

1196.6. Minutes of SCALGA public meeting held on 5th March 2007 has been received and circulated to Councillors. The minutes have apparently been signed off by the Chairman of SCALGA, it is not clear if they were approved by the SCALGA Committee or just the Chairman.

1196.7. E-mailed correspondence has been received and circulated to Councillors from the Kingdom TV Ltd relating to the use of Campingland. This correspondence is self explanatory, with the Town Clerk giving permission for the use of Campingland, dealing with the request in between meetings. Some Councillors have queried whether a fee was paid for this. The answer is no, but sponsorship has been agreed by Kingdom towards the Town floral display around the Pedlars Sign. Full details will be given in a press release shortly.

1196.8. An invitation and agenda has been received and circulated to Councillors for the Icen Partnership AGM on Tuesday 17th July 2007.

1196.9. E-mailed correspondence has been received and circulated to Councillors with Necton Parish Council relating to Travellers Sites. Necton Parish Council was pointed in the right direction with regards to the consultation period relating to the Travellers Sites.

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1196.10. Councillors were given a copy of an e-mail to the new Lynn News correspondent. An unfortunate start to the life of a local correspondent. To date the invitation to actually come into the Town Hall to find out how Local Government works has not been taken up.

1196.11. Correspondence with Mr. W. Ives relating to Travellers Sites has been received and circulated to Councillors. This again is to point the gentleman in the right direction regarding the context of the consultation by EERA.

1196.12. Late acknowledgement correspondence has been received and circulated to Councillors from the Prime Minister and the Minister for Communities and Local Government regarding the Sustainable Communities bill.

1196.13. Late correspondence has been received and circulated to Councillors from Ian Robinson and Christine Wright regarding the Questionnaire on the proposed sale of allotment land. This will be answered and circulated in the meeting pack in September.

1196.14. A letter has been received and circulated to Councillors from Swaffham Swimming Pool Association regarding the consultation questionnaire. Under normal circumstances this letter would have been dealt with by the Town Clerk prior to the meeting. It arrived on the day the meeting pack was prepared and was duly acknowledged. It is recommended to reply along the lines of reiterating that the information on the questionnaire is in fact there. It is difficult to predict how any information is to be perceived by the general public. The intention of the Council is purely to consult not to confuse. The early indications seem to imply that for the majority the questionnaire has been understood. There were some concerns raised by Councillors relating to the questionnaire. It was stated that there were some queries before the questionnaire went out to the public and it was felt by some Councillors that people could be confused with the questionnaire. It was felt that the Town Council would be expected to be in the picture with regards to funding for the swimming pool and the possibility of the council being requested to give match funding.

1197. REPORTS FROM COMMITTEES

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes	28 th March 07	25 th July 07	Budget for By-election and monitoring cash flow, Health and Safety implications.
10.2 Open Spaces & Amenities	6 th June	19 th Sep 07	It was reported that there was an urgent meeting with SCALGA on 19 th June and receive related correspondence with SCALGA, Mr. B. Cocksedge, Mr. D. Ewen, Mr. C. Finch (Further e-mailed correspondence with SCALGA circulated at the meeting) Notes of the meeting with SCALGA on 19 th June are contained in a letter to GO East under 9.1.(a). It should be noted

<u>Page 653</u>			<p>that advice had been circulated to SCALGA members which was contrary to what was reported to them at the meeting.</p> <p>1) Stating that annual allotment licences would be granted in October to Days Field and Shoulder of Mutton tenants, when clearly it was stated that the agreement would cease on 14th January 2008.</p> <p>2) Continuing to advise members that they should defer taking up an option on another allotment until a section 8 application is determined. This is in fact irrelevant to the Council's notice to quit asking allotment holders to move sites. A negative decision will not alter the Council's position, as a re-application would be submitted immediately.</p> <p>A request has come from SCALGA via GO East to give permission to release all correspondence between the Council and GO East.</p> <p>It was agreed to grant permission for Go East to release correspondence between the Council and Go East on the condition that all correspondence to date from SCALGA and NSALGA with GO East is supplied to the Council. That Copies of any subsequent correspondence from either party are supplied as a reciprocal arrangement until the determination of the section 8 application.</p>
10.3 Planning	August 06		
10.4 Recreation Ground	4 th July 07	19 th September 07	<p>To record the resignation of Cllr P. Wade and to consider filling of 3 vacancies.</p> <p>It was agreed for Cllr Wickerson and Cllr Skinner to go on the Recreation Ground Committee</p>
10.5 Town Group	9 th July 2007	5 th September 2007	<p>To record the resignation of Cllr T. Jennison. It was agreed for Cllr Wickerson to go on the Town Group.</p>
10.6 Personnel	19 th November 06	19 th September 07	

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10.7 Market Committee	25 th June 07	17 th September 07	
10.8 Youth Council	4 th July	10 th September	The Deputy Town Clerk is attending a Youth Activity exhibition in the Assembly Rooms with a stand to promote the Youth council on Saturday 28 th July. This is a consultation exercise and recruitment drive. It is hoped to organise some further promotion days in August.

1198. REPORTS FROM OUTSIDE BODIES

1198.1. Health Forum Report – Cllr Wade

The meeting was held on the 25th June. A talk was given by Jo Huxtable who is manager of Homestay. It is a government funded organisation which now covers the whole of Norfolk. The organisation supports people with any type of housing related problem and is linked to District Councils and Housing Associations.

The EcoTech is holding Family Activity Days on the 2nd and 23rd August. Swaffham Health Week will take place on week commencing 1st October.

1198.2. SPA Report – Cllr Wade

The first meeting that Cllr Wade will attend is tomorrow, 19th July. The Chairman of SPA has advised that the sponsored bike ride raised £2150. Match funding for a feasibility study is being looked at but 3 quotes are required before any decision is made.

1198.3. It was reported that a vacancy of the Museum Directors needs to be filled. Cllrs David Butters and Charles Gunner were appointed in May. Cllr Gunner proposed Cllr Matthews as Director.

It was agreed to appoint Cllr Matthews as Director of Swaffham Museum Ltd.

1199. BRECKLAND DISTRICT COUNCIL.

1199.1. Correspondence with Ms June Panter regarding the one blot on the landscape, the public toilets has been received and circulated to Councillors. This complaint has passed on to Breckland for comment

1199.2. Cllr Sherwood reported that Breckland has arranged a summer activity programme for children. The sports centre has various activities organised including parachute games, trampolining etc. which will start from the 23rd July. Cllr Sherwood serves on the General Purposes and Licensing committee. Charities have to register for street collection. He has received a leaflet through at his home but this particular company Europe Suppliers Ltd does not say they are collecting for charity. On the Companies House website it states that this company was dissolved last month. He will take this issue up with Trading Standards.

1199.3. Cllr Sharpe reported that notification has been received that the Breckland Housing Register contract has been awarded to take over the social housing. The **Page 655** contract for 5 years has been given to Anglia Trading Partnership; Peddars Way no longer has it.

Houses of multiple occupations are being looked at. Properties with 3 floors with 5 or more persons in residence but must be 2 families. There is a section in the act to designate part of its area as an additional licensing scheme. It is proposed by Breckland to include the whole of the district as part of the scheme, it is in its infancy but it is conceivable that there could be smaller properties that could be classed as multiple occupancy. The Council will be kept up to date on progress. It was asked if this means that any building that is occupied by multiple persons has to get a licence. It was stated that Breckland are trying to ensure this.

1199.4. Cllr Matthews read out statistics relating to the state of Health of the Breckland district. £14,773 has been granted by Breckland to help support the Swaffham Transport Project for the next 3 years. Within the transport scheme, is the shopmobility scheme where wheelchairs, scooters or manual wheelchairs are available for loan? This is available to people of any age for shopping or accessing services and a Medical Loan Scheme is also available which loans medical items on a short term basis. In total around 335 people per month make journeys on the demand responsive door to door services and 50 of these are wheelchair passengers.

1200. NORFOLK COUNTY COUNCIL

1200.1. Information on the No Smoking Legislation which came into force on 1st July 2007 has been received and circulated to Councillors. This circular spells out the following in relation to the No Smoking legislation:

1. Smoking in smoke free premises; fixed penalty notice of £50 imposed on the person smoking. Or maximum fine of £200 if prosecuted and convicted in a court.
2. Failure to display no-smoking signs: A fixed penalty notice of £200 imposed on whoever manages or occupies the smoke free premises, or a maximum fine of £1,000 if prosecuted and convicted in a court.
3. Failing to prevent smoking in a smoke free place: A maximum fine of £2,500 imposed on whoever manages or controls the smoke free premises if prosecuted and convicted in a court.

1200.2. A circular and information from Adult Social Services relating to "Finding your way" booklet has been received and circulated to Councillors.

1200.3. Correspondence with Mr. R. Dixon relating to Japanese Knotweed Infestation has been received and circulated to Councillors. This correspondence was passed on to Norfolk County Council and a response has been received this morning, a copy has been circulated at the meeting.

1200.4. Late e-mailed correspondence relating to the use of tarmac in the Town Centre has been circulated to Councillors at the meeting.

1200.5. Correspondence relating to the Mott MacDonald proposed Footway on

Theatre Street to Cley Road has been received and circulated to Councillors. The consultation for the footway improvements in Theatre Street has now been concluded. The amended plans are those that will be implemented in the six weeks

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commencing on 8th October. If there are any further comments on this scheme, this is the last chance before it is implemented.

1200.6. The Norfolk Fire Authority Safety Plan 2007 Questionnaire has been received and circulated to Councillors.

It was agreed that Councillors would respond individually to this questionnaire.

1201. DATES OF FORTHCOMING MEETINGS

- 1201.1. Wednesday 25th July 2007 – Finance & G.P. Committee at 7.00pm (in the Assembly Rooms)
- 1201.2. Wednesday 5th September 2007 – Town Group at 7.00pm (at the Town Hall)
- 1201.3. Wednesday 12th September 2007 – Full Council at 6.45pm (at the Assembly Rooms)
- 1201.4. Wednesday 19th September 2007 – Personnel Committee at 9am (at the Town Hall)
- 1201.5. Wednesday 19th September 2007 – Youth Council Steering Group at 6pm (at the Town Hall)
- 1201.6. Wednesday 19th September 2007 – Recreation Ground Committee at 7.30pm (at the Town Hall)
- 1201.7. Wednesday 3rd October 2007 – Relief in Need Charity at 6.30pm (at the Town Hall)
- 1201.8. Wednesday 3rd October 2007 – Finance & G.P. Committee at 7.30pm (at the Town Hall)
- 1201.9. Wednesday 10th October 2007 – Full Council at 6.45pm (venue to be arranged)

1202. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1202.1. The Clerk reported that a letter received relating to the allotments may be actionable in court. Cllr Sherwood proposed and Cllr Butters seconded to instruct the Council's solicitor to write to the author of the letter.

It was agreed with 6 votes for and 4 votes against to instruct the Council's solicitor to write to the author of the letter.

1202.2. The Clerk reported that the DDA advice preparation has now been carried out.

1202.3. It was reported that the Council needs to get more involved in the car park monitoring proposals.

The meeting closed at 9.25p.m.

Chairman.....

APPENDIX 1

Mr Ivan Bubbear – I was puzzled by the latest ‘In Touch with Your Town’ questionnaire. Can the Council clarify, in the event you get permission to sell allotment land, will it be for: -

1 – Housing?

2 – Spending money on Plowright Place which is not in the hands of the Town Council.

3 – Public toilets – Breckland are responsible for the public toilets and are in negotiations with the Town Council. You will get an allowance and payment to refurbish the toilets so why do you need more money, this is a confusing issue.

4 – The Shambles - there was discussion on who owns the shambles has that been resolved?

5 – How much of the 8.5 acres that are surplus will be considered for the community hospital that will be offered.

Town Clerk – The land being sold would be down to any potential developer to get the necessary permission. I have taken planning advice from planning authority.

Plowright – as with any other part of the town the Town Council could put in match funding to get funding from the private sector which is an issue raised by the Town Group.

Toilets – This will be reported later in the meeting. More funding would allow further enhancement together with the amount of money to come from Breckland.

Shambles – That wouldn’t stop any enhancement project being achieved following consent of the private landowners. Breckland are in process of passing land to the Town Council as well as the Tourist Information office etc. The Town Council is the largest landowner in the Shambles. We are working towards a solution for the town same as the regeneration project.

Allotments – There needs to an initial discussion with PCT. The 2 acres is not at the negotiating table. There is a lot more discussion that needs to take place.

Mr Ivan Bubbear – You chose to put £70,000 down on the questionnaire are you not prepared to discuss this?

Town Clerk - £70,000 is the community value of the land being purchased for the swimming pool.

Mr Cater – allotments holders on day’s field – At the march meeting cultivation of the plots on Tumbler Hill was agreed. You paid £2500 and it is worse than it was last year. You have had it cultivated, water has been put on but all this has served to do is to propagate nettles.

Town Clerk – I am due to meet the contractor on site later this week, to keep the areas that have been cultivated clear and to keep these areas clear is an issue. The area will be kept clear.

Mr Cater – you should employ a contractor who knows what they are doing.

Town Clerk – I am seeing the contractor later this week.

Steve Hudson – There are a lot of big figures against these figures. At the last meeting I asked where you thought you would spend £6 million – I don't remember any discussion on the youth café, Shambles, Plowright Place etc.

Cllr Matthews – We are certainly not going to spend 6 million – these are things we keep hearing what people want – this is just to see if people really do want them with the figures. The questionnaire is asking what do you think.

Mr Hudson – You have come up with large figures has somebody thought through what these figures are. People have come up to me and asked.

Cllr Matthews – It is what people have said we are now asking people what they think. It is our only way of asking people what they want. It is a calculated guess.

Paul Cater – could I ask people if I could consult. You told me we were not interested we are the town council.

Cllr Matthews – The allotments are ours they belong to the town. We are leaving 18 acres.

Miss Ison – The allotments are our children's future, once they have gone they have gone. I can't understand the proposal of the enhancement of Northwell Pool. I understand that it belongs to Anglian Water. Children can't even fish there.

Mrs Gunner – Can you give me an explanation as to the use of the common pathways across the market place, people are using them as pelican crossing. Most people don't know if they have to give way or not.

Town Clerk – These are an informal crossing, we were told this at regeneration meeting.