

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 12<sup>th</sup> September 2007 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

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

Town Clerk: - Mr R. Bishop  
Deputy Town Clerk: - Mrs M. Meyrick  
Community Support Officer: - Paul Frostwick  
Chief Executive Breckland Council: - Trevor Holden

Public: - 27

**1203. APOLOGIES & REASONS FOR ABSENCE**

1203.1. Cllr Wade gave apologies as she will be late due to childcare problems.

1203.2. Cllr Sherwood was absent due to work commitments.

**1204. DECLARATIONS OF INTEREST**

1204.1. Cllr Harman declared a personal item 1210.2 as he is secretary of the Royal Naval Association.

1204.2. Cllr Sharpe declared an interest on items 1209.2 and 1209.3 as he is on the Development Control Committee at Breckland Council.

1204.3. Cllr Wade declared a personal interest on item 1214.6 as she knows the author.

**1205. MAYORS' REPORT**

1205.1. Civic Events attended in the past month.

22 <sup>nd</sup> JUNE	Change of Command at Mildenhall
24 <sup>th</sup> JUNE	Veterans` Service in Church (morning)
24 <sup>th</sup> JUNE	Desert Rats` Association Anniversary. (afternoon)
27 <sup>th</sup> JUNE	Youth Awards Evening Assembly Rooms
28 <sup>th</sup> JUNE	Prize Giving Hamonds School
12 <sup>th</sup> JULY	AGM W.Nfk. NSPCC at Hillington Hall
15 <sup>th</sup> JULY	Own Civic Service
27 <sup>th</sup> JULY	Breckland Chairman`s Reception
28 <sup>th</sup> JULY	Presented prizes Horticultural Show
31 <sup>st</sup> JULY	Reception - Bishop of King's Lynn
8 <sup>th</sup> AUG	£1000 cheque received from Kingdom Productions 8.30am
25 <sup>th</sup> AUG	Guest of Twinning Club Dinner
26 <sup>th</sup> AUG	Presentation at 40 <sup>th</sup> Anniversary of Twinning with Couhe
6 <sup>th</sup> SEP	Reception Mayor of King's Lynn for new Mayors
8 <sup>th</sup> SEP	American Bar-B-Q at Mildenhall for new Mayors

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1205.2. Cllr Sharpe placed a request before the Council on behalf of the 1<sup>st</sup> Swaffham Brownies. They would like to plant a tree in Swaffham to help with their eco badge and are asking permission to plant a tree. The Town Council has a Horse chestnut tree that has been donated by a member of the public which the Brownies are asking if they this can be used to gain the eco badge. Cllr Sharpe also reported that it is the 50<sup>th</sup> anniversary of guiding in Swaffham and they would like to amalgamate the two events.

**It was unanimously agreed to allow the Brownies to plant a Horse Chestnut tree on the Recreation Ground as part of their eco badge and to amalgamate the celebration of the 50<sup>th</sup> Anniversary of Guiding in Swaffham at the same event.**

1205.3. Cllr Sharpe reported that reluctantly he will have to vacate the position of Deputy Mayor due to circumstances of a business wise. He stated that it would be unfair of him to continue as from the summer of next year his business circumstances dictate that he would not be able to fulfil the duties of Mayor. He requested that in October the Council elect another Deputy Mayor.

1205.4. Cllr Matthews reported that Wayland Radio are concentrating on Swaffham from the 15<sup>th</sup> October to the 11<sup>th</sup> November. They are looking for interesting people to be highlighted.

1205.5. The Mayor has requested an informal meeting be set up on the 24<sup>th</sup> September to allow the Council to discuss issues that may influence the budget.

1205.6. New Chief Executive of Breckland Council Mr. Trevor Holden. The Mayor introduced Trevor Holden the new Chief Executive of Breckland Council. She stated that Mr Holden is a Norfolk lad who was educated at Wymondham. He then joined the RAF and then local government

Mr Holden thanked the Council for allowing him to come to the meeting. The position of Chief Executive will give him the opportunity to serve the community, he can't promise to fix all the things that the public want to fix but he will try his best. His aim is to be open and transparent. He stated that he does not do local government speak; if the answer is no then he will tell you. It is a great privilege to be given this opportunity and this appointment.

**THE MEETING WAS ADJOURNED AT 6.57p.m.  
THE MEETING WAS RECONVENED AT 7.07p.m.**

**1206. POLICE REPORT**

1206.1. It should be noted that PC Andy Partridge has notified the Town Clerk that he has now retired. A letter was expected, but to date nothing has been received, only a verbal report to the Town Clerk. The grateful thanks of the Town Council was noted to PC Partridge for his work as a Community Police Officer in the town for several years. One of his duties was to give his sometimes entertaining and always informative reports to the monthly Town Council meetings.

**It was agreed that the Town Clerk write a letter to Mr Partridge and the Chief Constable to express the Town Council's appreciation of the work PC Partridge did in his time at Swaffham.**

1206.2. PCSO Paul Frostwick gave his first report to the Town Council. Sarah Brighton has transferred to Dereham temporarily. PCSO Frostwick and PC MacMurmish who is the new PC will be covering Swaffham. There will be a new Community Support Officer on the 4<sup>th</sup> October, another in December and February 2008. The safer neighbourhood team will be fully operational by March 2008. The enquiry office will be open more in the next month or so as there is a new employee being trained in Dereham at the moment. The number of crimes for: -

- Aug - 51 crimes
- July - 46 crimes
- June - 46

There were a number of concerns relating to the number of community police in Swaffham. PCSO Frostwick stated that the community policing team is being increased. By March there will be a new PCSO and 2 Community Support Officers on both shifts.

PCSO Frostwick was asked will the police be able to arrest under 18's when the age limit is increased on the 1<sup>st</sup> October, will the police be able to confiscate cigarettes from teenagers. PCSO Frostwick will report back at the October meeting. Cllr Sharpe stated that when the 16 and 17 year olds supply of cigarettes are taken away adults will be pestered to buy the cigarettes for them. PCSO Frostwick advises that the best thing to do is to report it to the police.

Cllr Gunner stated that he welcomed PCSO Frostwick's attendance at this meeting but Swaffham does not have a PC with police powers to arrest at the moment. PCSO Frostwick reported that Swaffham does have a PC who can but there are also other police officers in the town if a CPSO needs them.

### **1207. MINUTES**

1207.1. The minutes of the Full Town Council Meeting of Wednesday 18<sup>th</sup> July 2007, amendment, page 643 attendance list, Cllr Sharpe and Cllr Skinner should be noted as in attendance. Subject to the amendment the minutes were agreed and signed as a true record by the Chairman.

1207.2. The minutes of the Planning Committee of Wednesday 15<sup>th</sup> August 2007 were agreed and signed as a true record by the Chairman. It is not normal practice to agree Committee minutes at a full Council meeting but the only exception is the Planning Committee. The reason is that most planning applications are dealt with at full Council meetings with the exception of August when there is no full Council meeting. There is every possibility that the next Planning Committee meeting could be next August, so it is recommended that the Councillors present at the Planning Committee meeting agree the minutes and allow these to be signed as a true record.

**1208. TOWN CLERK REPORT**

1208.1. Swimming Pool Land Purchase.

In late July the Town Clerk had contact from the agents for Landmatch Holdings RH & RW Clutton enquiring of the delay in the land purchase for the Swimming Pool. They appeared to be unaware of the problem with the Deed of Easement allowing access to the site. Further exchanges of e-mails followed and in particular from the Chief negotiator James Stone a Director of Landmatch. The last contact was on 14<sup>th</sup> August from Tim Raikes at Clutton's which was, *"Thank you for your e-mail of the 10<sup>th</sup> August. I understand from James Stone that the Deed of Easement to which you refer is being finalised with the Council and that it is all but agreed. James anticipates, once the holiday season is out of the way, settling the document and completing the Deed. They will then be in a position to complete with your Council"*. The Town Clerk will keep the Council informed of further developments.

1208.2. Progress of the Youth Council

On Saturday 28<sup>th</sup> July the Deputy Clerk attended a Youth activity exhibition in the Assembly Rooms which was organised by the Icen Partnership. The aim was to promote the Youth Council as well as getting children to complete a youth town plan questionnaire. With the help of Sally Palmer who is the youth worker for Swaffham two activity days were organised in the Community Centre following a successful grant application from Breckland Council to pay 50% of the cost. The overall aim was to get kids to come to an event that would be fun while promoting the Youth Council. On Monday of this week a youth council steering group committee was held. It was decided that the youth council would consist of 20 members. These members will hopefully come from Hamonds High School, the Sixth Form College, and the Sacred Heart and from community groups in the town. Contact has been made with Mrs King at Hamonds to discuss the nominations from there. A meeting will be arranged with the Sixth Form College and the Sacred Heart. Some interest has been shown from the community group section. The next meeting will be on the 29<sup>th</sup> October whereby they will discuss any nominations received and potential projects the youth council could look at. It is hoped that a Youth Council will be up and running by February at the latest.

1208.3. On-going business.

A generous sponsorship of the floral displays has been received from the Kingdom Production Company. The liaison this year with the Town Council has been first class, many access problems have been overcome or temporary permissions have been granted to ease their stay in the town. The vandalism of the floral displays this year has been the worst in the past seven summers

**1209. PLANNING/DEVELOPMENT CONTROL:**

1209.1. Planning decisions from Breckland Council:-

3PL/2007/1098/F	Planning	3PL/2007/1145/LB	Planning
permission granted for Single storey extension. 54 Mr. & Mrs. P. Prowting.		permission granted to upgrade of exterior corporate signwork by the installation of 1 fascia sign (existing	

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3PL/2007/1131/F letter advising reason for granting planning permission for erection of 8 dwellings at Lydney House.

3PL/2007/1049/LB Listed building consent and 3PL/2007/1048/F Planning permission granted for extensions to provide additional kitchen, laundry and external shelter.. Holmwood House, 40 Whitecross Road. Integrated Nursing Homes Ltd.

external illum) – Co-op Pharmacy, Market Place

3PL/2007/1131/F Planning permission granted for the erection of 8 three storey town houses and parking following demolition of existing function room. Land adjacent to Lydney House, Norwich Road. Barconn Ltd.

3PL/2007/1160/F Planning permission for siting of modular 18 x 12 unit. Turbine Way, The Meheshamstede Education Trust.

1209.2. Planning applications:-

3PL/2007/1299/F Proposed conservatory – Mr & Mrs Day, 28 Southlands <b>NO OBJECTION</b>	3PL/2007/1280/A – Amendment – Internally illuminated fascia projecting sign - Woolworths, 77-81 Market Place <b>NO OBJECTION</b>
3PL/2007/1341/F 21 dwellings for retirement occupancy – Equity Holding & Investments, Land to rear of Conservative Club, London Road <b>OBJECTION</b> Overdevelopment, access, lack of parking spaces and extra traffic. 7 votes to object to this proposal, 2 votes for and 1 abstention	3PL/2007/1356/F Demolition of existing building, construction of residential care home and single bungalow - Bethel Investments Ltd, IRS, Castleacre Road <b>NO OBJECTION</b> 6 votes for and 4 abstentions but would like attention brought to extra drainage and lack of footpath.
3PL/2007/1373/F Replacement side porch – Mrs I Andrews, 5 St Guthlac Close <b>NO OBJECTION</b>	3PL/2007/1397/F Single storey rear extension – 89 Southlands. Mr. & Mrs. Burke. <b>NO OBJECTION</b>
3PL/2007/1456/F Proposed removal of existing conservatory & construction of new replacement conservatory & new roof to kitchen. 19 Northwell Pool Road. Mr. & Mrs. A. Mash <b>NO OBJECTION</b>	3PL/2007/1300/F and 3PL/2007/1301/LB Proposed development of 3 terraced dwellings & residential conversion of existing barn. Land to rear of Greyhound P.H. Enterprise Inns Plc <b>OBJECTION</b> 7 votes for objection with 2 against. Objection due to access and overlooking bedrooms. There is

an error in the outline of the site as it shows the neighbours property as part of the site.

Cllr Sharpe refrained from commenting and voting from this application.

**Cllr Wade arrived at 7.38pm.**

1209.3. Recommendation from the Planning Committee for a Wind Turbine Policy for Swaffham. The planning committee recommended to full Council that they adopt Breckland's Wind Energy Development Policy.

**It was agreed with 1 abstention to adopt Breckland's Wind Energy Development Policy.**

1209.4. Report from the public meeting on 15<sup>th</sup> August and a meeting on 6<sup>th</sup> September 2007 regarding development of the Redland site in Brandon Road by Gladedale Homes Ltd. The public meeting was well attended, with good representation from the Town Council (11 councillors and the Town Clerk). This was hosted by Chartered Surveyors Bidwells on behalf of their client Gladedale Homes in relation to a forthcoming planning application for 400 dwellings at the former Redland site. Councillors individually gave feedback to the Town Clerk who in turn conveyed their thoughts to Bidwells with a request for an urgent meeting.

Following the public meeting another meeting took place between all parties at the Town Hall on 6<sup>th</sup> September. It was chaired by the Deputy Mayor, with the Town Clerk, Deputy Town Clerk and Cllrs Butters and Gunner also in attendance. There were representatives from Bidwells, Gladedale, Breckland Council and Norfolk County Council. It should be noted though that point made in relation to Section 106 agreements discussions have been taken on board and the Town Council will be consulted by Nick Moys and Joe Liggett from Breckland Council. Progress has been made in relation to a further planning obligation to be negotiated outside of a Section 106 agreement directly with the developer. In terms of design of the proposed play area which will pass to the town for local management, the Town Clerk has been invited to a meeting with the developer and Breckland Council. For legal and contractual reasons the finer detail of any negotiated planning obligations cannot be divulged at this stage to the general public. The points raised in relation to the development itself have been taken into account. These were in relation to car parking, traffic into and from the town centre, pedestrian safety, security/CCTV, public transport and isolation problems. The planning application has been made and is expected to start going through the statutory procedures shortly.

There were concerns on the amount of traffic this development will create. The developers have supplied the traffic survey which is 3 documents thick and is in the Town Hall for anyone to look at. The fears expressed to the

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Council from the people of Swaffham were relayed to the developers which was mainly traffic, this was taken on board.

**1210. FINANCE:**

1210.1. Accounts for Payments for Aug/Sept 2007.

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

There were two months of payments to agree. The August payments are retrospective, as all documents have been duly approved and signed by the Town Clerk as RFO in accordance with Finance Regulations and with two Councillors as signatories.

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

1210.2. Cllr Wickerson reported that he is happy with the end of year accounts. With the assistance of the Town Clerk, Cllr Wickeson spoke to the auditors in Plymouth. It was confirmed that local Council accounts do not resemble those of Company accounts which he is used to. The Council accounts would contain details of the loan for the public to see. The Auditor confirmed what the Town Clerk has said previously.

1210.3. A request has been received and circulated to Councillors from Mr. E.J. Heritage regarding possible addition to the Town War Memorial in the form of a plaque to read: ***“In remembrance of all servicemen and women who have made the supreme sacrifice in the service of their country from 1945 to the present day.”*** Cllr Harman reported that he was on business at the British Legion on behalf of the Royal Naval Association when this was brought to his attention. The British Legion thinks this is a very good idea.

**It was agreed in principle pending accurate costs being obtained by the Town Clerk and subsequently agreed by the Council. The Town Clerk to also look at the 2007/08 budget to see whether this could be accommodated in the current year or the forthcoming 2008/09 budget. It was also agreed to request in writing that the British Legion has no objection to this proposal.**

1210.4. An estimate has been received for audio and visual requirements for the Town Hall lift relating to building regulations and request from Burns Associates to proceed with installation.

**It was agreed to accept the estimate from Excelsior Lifts Ltd for £690.00 + Vat**

12210.5. A progress report was given by the Town Clerk regarding the transfer of Public Toilets/TIC and Play Areas to the Town Council from Breckland Council. The Council were also asked to consider the management options for the TIC and the possibility of inviting tenders. The Town Clerk circulated a four page report to Councillors in advance of the meeting. There were short-term, medium-term and long-term issues considered. There followed a lengthy discussion.

**It was unanimously agreed to accept the short term measures and to discuss the medium to long term measures at the November meeting.**

1210.6. A request has been received from Richard Wood of Cool Cabs to purchase a bench to place outside the Tourist Information Centre to facilitate the elderly. The Town Clerk has had a meeting with Richard Wood to discuss the design of the seat. It was made clear that the design of any new seating would need to be similar to those recently placed in the town centre. The Town Council would need to agree the location, all costs would be met by the donor, but future maintenance and insurance would need to be covered by the Town Council.

**It was agreed in principle for a seat to be placed outside the Tourist Information Centre at the cost of Mr Richard Wood and subject to gaining a licence from Norfolk County Council.**

1210.7. A request has been received and circulated to Councillors from Cllr Charles Gunner for funding of Christmas Lights and appointment of a Town Officer. It was noted that Dennis Tallon from Icen, and the Town Clerk recently met with a representative from the Christmas Lighting Company Blacherre. A scheme for Christmas lighting for the town has come in at a cost in excess of £40,000. Cllr Gunner reported that there have been various discussions relating to this issue and it is proposed for the Town Council to help with officer support and financial help to work on this for the next 3 months. It was reported that there will be the Business forums first meeting tomorrow night, it is a bit late for this year but look to put this on hold and hope the Swaffham and Retail Business Forum will take this forward for next year. The Town Clerk will make the Blacherre plans available to Cllr Wickerson for the forum meeting.

1210.8. The Town Council were requested to review the current policy to charge a returnable deposit for booking the Council Chamber in the event of damages and replace with a policy to charge only if damages occur.

**It was unanimously agreed to change the booking policy of the Council Chamber to omit the returnable deposit element of the hiring agreement.**

1210.9. The holding of an events diary for Swaffham in conjunction with the Town Newsletter was discussed. It was reported that this is something that the Town Council used to have but was taken over by Icen which now no longer deliver. The Council currently have a diary of events for the Town Newsletter; it would not be too onerous to expand this service to the community groups, as most of them use the Council in this way at present.

**It was unanimously agreed to hold a community events diary in the Town Hall as previously conducted.**

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1210.10. A request has been received and circulated to Councillors from the Swaffham Baptist Church regarding maintenance at Whitecross Road Cemetery.

The Town Council's grounds maintenance contractor could easily add this area to the regular cutting regime in the town. The Town Council can then seek reimbursement from the Swaffham Baptist Church.

**It is agreed to facilitate the regular cutting of the Cemetery in Whitecross Road for Swaffham Baptist Church.**

1210.11. A request has been received and circulated to Councillors from the Citizens Advice Bureau for a grant. In 2006/07 a grant of £150 was given to the Citizens Advice Bureau.

**It was agreed to give a grant of £150 to the Citizens Advice Bureau.**

1210.12. A request has been received and circulated to the Councillors from the East Anglian Air Ambulance for a grant. This is a borderline case – it is not a Swaffham based charity, but people in Swaffham could benefit from this charity.

**It was agreed to offer a stall to the East Anglian Air Ambulance on the Market Place free of charge to raise funds for the charity.**

1210.13. A request has been received and circulated to Councillors from the Swaffham Branch of the Royal British Legion for a grant of £150. In 2006/07 a grant of £150 was given to the Swaffham Branch of the Royal British Legion towards the cost of the Remembrance Day band.

**It was agreed to give a grant of £150 to the Royal British Legion for the Remembrance Day band.**

1210.14. The meeting venue for full Council meetings for the next three months was discussed. The additional legal advice on this particular issue is not yet complete.

**It was agreed to provisionally book the Assembly Rooms for meetings in October, November and December, plus the budget meeting also in December.**

**1211. GENERAL CORRESPONDENCE**

1211.1. Copies of various correspondence generated regarding the allotment consultation questionnaires have been received and circulated to Councillors. It was not necessary to answer every point raised in every questionnaire, it has been necessary to clarify certain issues where there may be more information that is now available or to correct inaccuracies or misconceptions. A full report and analysis of the questionnaires will come to the Council in due course. An interim report may be available at the next Open Spaces meeting if time allows or the next Finance Committee meeting in early October.

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1211.2. Correspondence has been received and circulated to Councillors from Mrs. S.J. Andrews regarding her allotment at Days Field. The points raised by Mrs Andrews have been answered by the Town Clerk.

1211.3. Correspondence has been received and circulated to Councillors from Mr. N.A. Morton regarding various issues relating to an event at the Assembly Rooms organised by the Friends of the Rec. Other criticisms are of the Town Clerk's office and misinformation published in the newsletter. This is continued correspondence with Mr. Morton who had previously complained about the fundraising event held by the Friends of the Rec. Mr. Morton after receiving a full response to previous correspondence is now critical of the inefficient Town Clerk's office and incorrect information in the newsletter. The Town Clerk has offered to meet with Mr. Morton to discuss these issues as no details have been given to back up this case, to date no request for such a meeting has been received.

1211.4. Correspondence has been received and circulated to Councillors from Christopher Fraser MP regarding a letter from Dennis Tallon relating to the allotments and land for a new community hospital. This was due to a statement made by Mr. Tallon at the Town Council meeting last month as a member of the public.

1211.5. Correspondence has been received and circulated to Councillors from Christopher Fraser MP regarding a response from John Healey MP relating to the Sustainable Communities Bill. The response confirms receipt of the Town Council's support of the Sustainable Communities Bill.

1211.6. Correspondence has been received and circulated to Councillors from the Royal Naval Association regarding 2<sup>nd</sup> hand stall at the Market on 25<sup>th</sup> August. This correspondence sanctioned a Charity Stall at the Market on 25<sup>th</sup> August.

1211.7. Correspondence has been received and circulated to Councillors from North Walsham Town Council regarding Dog Bins. The correspondence relates to information requested relating to Breckland Council's policy on Dog Bins.

1211.8. Correspondence has been received and circulated to Councillors from Mrs. P.E. Stone regarding the placement of a seat at the top of Northwell Pool Road, also a pavement leading to Waitrose. This on-going correspondence relates to licenses required for street furniture. The licenses have subsequently been granted and the installation of various dog bins, litter bins and a public seat at the top of Northwell Pool Road are now in the hands of contractors.

1211.9. Correspondence has been received and circulated to Councillors from allotment holder Mr. Mike Powell regarding placing a shed and chicken house on his allotment at 18 Shouldham Lane. This correspondence confirms

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permission has been granted for a shed and chickens on Mr. Powell's allotment.

1211.10. Correspondence has been received and circulated to Councillors from Mr. Cocksedge regarding moving allotments, erecting poly tunnel on his new allotment, vacating his existing allotment and receipt of agreed compensation. This correspondence confirms permission is granted for the moving of a poly tunnel to Mr. Cocksedge's new allotment. It also confirms that £250 compensation previously agreed by the Council on vacation of existing allotment following a satisfactory inspection.

1211.11. Correspondence has been received and circulated to Councillors from Save the Children Fund regarding a stall outside the Methodist Church on 18<sup>th</sup> October 2007, a standard request for a midweek sale in the Methodist Rooms. This raised no objections from the Market Superintendent and Town Clerk.

1211.12. Information has been received and circulated to Councillors on the World's Biggest Coffee Morning – Friday 28<sup>th</sup> September 2007 – MacMillan Cancer Support, a circular letter giving details of the World's Biggest Coffee Morning.

1211.13. A copy of Norfolk Link – August 2007 has been received and circulated to Councillors.

1211.14. The Mayor reported that Councillors had received a letter from Mr Bubbear and assumed the Town Clerk had also received a copy of the letter but had not. The Town Clerk is to respond to the letter.

1211.15. A request has been received and circulated to Councillors from the Icen Partnership to place recycling units at the Community Centre. The request is to place 3 glass and one paper recycling bins at the Community Centre. It is understood that this has been discussed at a recent Directors meeting and there may have been reservations about this scheme. It was reported that at the recent Icen Directors meeting it was decided not to request a glass bottle bank on the site. There followed a discussion whereby concerns were raised in relation to the positioning of the recycling banks and the increase in traffic it may cause.

**The request to have recycling bins located at the Community Centre was turned down with 8 votes against due to the increase of traffic it may cause.**

1211.16. A request has been received and circulated to Councillors from the Icen Partnership to use the Recreation Ground for a fun run on the 30<sup>th</sup> September. Since this request has been received the event has been cancelled.

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1211.17. A request has been received and circulated to Councillors from the Icen Partnership to place a temporary labyrinth on the Campingland as part of Swaffham Health Week.

**It was agreed to allow a temporary labyrinth to be placed on the Campingland subject to any damage to the ground being repaired and for health and safety, insurance requirements being adhered to.**

1211.18. A proposal has been received and circulated to Councillors from the Royal British Legion regarding the War Memorial. Attention has been drawn to the plaques recently put in place to mark who the donors are of the refurbishment. No permission had been sought for the erection of these plaques which are erected on the perimeter fencing.

**It was agreed to give retrospective permission to allow the donors notice to stay in place subject to permission being sought from Breckland for a limited time only.**

1211.19. Cllr Wickerson requested the Town Council write to Breckland Council in support of the Assembly Rooms sign.

1211.20. Correspondence has been received and circulated to Councillors from the NCAPTC regarding Training and their AGM.

1211.21. A letter has been received and circulated to Councillors from the Swaffham Access Group regarding Access to Town Hall. This correspondence relates to the Council decision to move Committee meetings back to the Town Hall. It also relates to consideration being given for full Council meetings currently being held in the Assembly Rooms. It strays into areas relating to a conciliation meeting which applies to one individual's disability. The Council are being asked to consider their position with regards to venues for Committee meetings. Cllr Lister proposed and Cllr Harman seconded to leave this issue until further information has been received.

**It was agreed to leave this issue until further information has been received.**

1211.22. A letter has been received and circulated to Councillors from Mrs D. Dickens relating to Access to the Town Hall. The access issues raised by Mrs. Dickens have been responded to by the Town Clerk. These relate to the conciliation meeting back in January of this year. A complaint regarding the sound in the Assembly Rooms, moving the Committee meetings back to the Town Hall and a public consultation meeting organised by Bidwells at the Town Hall last month. Mrs. Dickens also states that the Council Chamber is the right place for all Council meetings to take place. Mrs. Dickens will be informed of the outcome of the decision relating to future full Council meetings over the next three months, also any further observations or points the Council wish to make.

**It was agreed to leave this issue until further information has been received.**

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1211.23. A request has been received and circulated to Councillors from the Swaffham Bridge Club relating to a link to Town Council's website.

**It was agreed to grant permission to place a direct link to the Swaffham Bridge Club from the Town Council website.**

1211.24. Correspondence has been received and circulated to Councillors from Mr J.S.L. John relating to golf being played on the Recreation Ground. There are currently no restrictions on the use of the Recreation Ground, and in this case golf is a recreational activity. Cllr Harman proposed to place a sign on the Recreation Ground to stop dangerous activities taking place and the wording of this to be brought to a future meeting.

**It was agreed to bring to a future meeting the wording for a sign to be placed on the Recreation Ground to stop dangerous activities taking place.**

**1212. REPORTS FROM COMMITTEES**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>1212.1 Finance &amp; General Purposes</b>	25 <sup>th</sup> July 07	3 <sup>rd</sup> October 07	
<b>1212.2 Open Spaces &amp; Amenities</b>	6 <sup>th</sup> June	19 <sup>th</sup> Sept 07	
<b>1212.3 Planning</b>	15 <sup>th</sup> Aug 07		
<b>1212.4 Recreation Ground</b>	4 <sup>th</sup> July 07	19 <sup>th</sup> Sept 07	<b>Cllr Baker was nominated to fill the Councillor vacancy for this committee.</b>
<b>1212.5 Town Group</b>	9 <sup>th</sup> July 2007	15 <sup>th</sup> Oct 07	
<b>1212.6 Personnel</b>	19 <sup>th</sup> Nov 06	19 <sup>th</sup> Sept 07	Personnel training Thursday 4 <sup>th</sup> October 9.30am – 12.30pm at Downham Market
<b>1212.7 Market Committee</b>	25 <sup>th</sup> June 07	17 <sup>th</sup> Sept 07	

**1213. REPORTS FROM OUTSIDE BODIES**

1213.1. Swimming Pool Association report from Cllr Wade  
The latest SPA newsletter has been produced. £120 pounds was raised at a recent coffee morning. There is also another fundraising opportunity taking place by way of a Grand Draw which will take place on the 26<sup>th</sup> October.

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1213.2. Friends of the Rec report by Cllr Lister

The successful cooking demonstration and craft fair that took place raised £950 in total. The next event planned will take place on Sunday 23<sup>rd</sup> September which will be another craft fair and car boot/produce market.

**1214. BRECKLAND DISTRICT COUNCIL.**

1214.1. Correspondence has been received and circulated to Councillors from Mollie Foxall regarding the removal of trees from the Theatre Street car park.

This query was concerned at the loss of trees in the Theatre Street car park, enquiring the reasons for the removal and whether the roots will be dug up and if re-planting is to take place. The letter has been passed to Breckland Council.

1214.2. Information relating to Street Naming and Numbering of a new dwelling was received and circulated to Councillors. The dwelling's address is to be: - Silver Birch, 11a Hickling Close.

1214.3. A copy of a letter to Breckland has been received and circulated to Councillors from Peter and Jennifer Burt regarding Drainage in New Sporle Road.

1214.4. Information has been received and circulated to Councillors relating to the Development Control Committee Public Speaking. This is a notice of closing the list of speakers at 4pm on the Friday before a Development Control meeting which will assist with the general administration of the committee agenda. This is to avoid delaying the start of the meeting.

1214.5. The Town Council has received the Building Registration certificate for the Town Hall and the Museum building.

1214.6. A consultation paper on introducing a scheme for licensing Houses in Multiple Occupation has been received. The Town Council's views are sought on the following:-

- Should Breckland Council introduce an additional HMO licensing scheme?
- Should the scheme cover all, or only some, types of HMO? (see 4.1.)
- Should the scheme cover all, or only part, of the Council's district? Should the license conditions be the same for both the mandatory and additional schemes?
- Should the charge for the license, £225, be the same for both schemes?
- Do you believe that the additional scheme will help to achieve the Council's objectives of helping to control anti-social behaviour and removing housing inequalities?

**It was agreed that more clarity was needed on these proposals and for this issue to be discussed at a future meeting.**

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1214.7. A letter of introduction has been received and circulated to Councillors from Lee Webster, Breckland Council's new Enabling and Projects Officer. The Council need to consider whether to invite this new officer to a future meeting to explain his role, which is to negotiate the provision of affordable housing in the right part of the district to meet people's housing need. The Town Clerk and the Mayor in their pre-meeting discussion felt that it might be more appropriate for Mr. Webster to be introduced to the relevant working group on the Town Plan for the Town Group.

**It agreed not to invite Mr Webster to a full Council meeting but to an appropriate meeting of the Town Group.**

1214.8. Notification has been received and circulated to Councillors for a variation of a club certificate at Swaffham Ex-serviceman's (Social) Club Ltd, 23 Lynn Street.

1214.9. Information of a review of Polling Districts and Polling Places was received and circulated to Councillors.

**It was agreed that no change is necessary for the Polling District and the venue of the Assembly Rooms for Swaffham.**

1214.10. Notification of a Review of Breckland's licensing policy – Licensing Act 2003 has been received and circulated to Councillors. The review directs those interested to look at Breckland's website on [www.breckland.gov.uk/licensingact2003](http://www.breckland.gov.uk/licensingact2003) as the consultation period ends on 31<sup>st</sup> October 2007.

**It was agreed for this issue to be placed on the October agenda.**

1214.11. A proposal has been received and circulated to Councillors from Breckland Council relating to the Code of Conduct Press Advertisement proposal.

**It agreed to advertise the Code of Conduct at a cost of £10 with Breckland Council.**

1214.12. Details of three additional camera locations and all other camera locations in the town were received by e-mail on 28<sup>th</sup> August from the Community Safety Officer Grahame Green. There was a request to respond by the 30<sup>th</sup> August which the Deputy Town Clerk has done on behalf of the Town Council (as this arrived whilst the Town Clerk was on leave). The first point to make here is that the timescale of three days in the middle of August when neither Breckland or the Town Council have scheduled meetings is out of order. CCTV within the town is an important issue that the Council have discussed on a number of occasions. It was only the speed of the response by the Deputy Town Clerk that has meant any comments are recorded at all from the Town Council, this cannot be right.

**It was agreed that a request is made to Breckland Council that in future consultation periods should be longer and at least in part of a month where meetings are scheduled.**

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Cllr Skinner apologised and left the meeting as she is on holiday and has a long journey to make.

1214.13. The Mayor attended Dereham's Area Local Action Group's monthly meeting last week. This is one of the multiplicity of groups emerging from the police. The news from Swaffham was that the Merryweather Road problem is improving and there is only one motorcyclist being a nuisance. It was reported that Breckland is now in second position in the fifteen comparable areas. It is down by 11% on crime in general and by 20.5% in Criminal Damage.

**1215. NORFOLK COUNTY COUNCIL**

1215.1. Correspondence has been received and circulated to Councillors regarding the Connect Bus. This correspondence relates to a bus service that has been withdrawn at 1.30pm that picks up around the estates in Swaffham. The correspondence has been passed to Norfolk County Council.

1215.2. Details of a A1122 Downham Market to Swaffham Local Safety Scheme which is being conducted by Mott MacDonald. This notification of works required a reply by 3<sup>rd</sup> August, the Town Clerk replied with no observations on the proposed scheme. The scheme has since commenced.

1215.3. Information relating to Speed Awareness Message (SAM) – Norfolk Constabulary has been received and circulated to Councillors. This general leaflet and circular letter informs the Council of SAM, these apparently will be seen on signs around the County.

1215.4. Correspondence from Iris Petts has been received and circulated to Councillors. The letter relates to the traffic lights adjacent to co-op store which has been passed on to County Council. This correspondence was six pages long and it has been passed on to the relevant department at Planning & Transportation.

1215.5. Correspondence has been received and circulated to Councillors from Mrs. S. A. Bowhay regarding problems with disabled parking bays in the town centre. Mrs Bowhay states the difficulty that she is experiencing which relates to her particular disability. Included in the correspondence are references to the Relief in Need Charity, these issues have been dealt with.

**It was agreed that this would be considered at the meeting on the 24<sup>th</sup> September.**

1215.7. Correspondence has been received and circulated to Councillors relating to Hanging Baskets and Christmas Lighting situated on Street Lighting columns. The Town Clerk has had a minor dispute with Street Lighting Officers regarding the existing Hanging Baskets on Street Light columns in the town, also the supply of electricity to Christmas Lighting. This issue came about as all floral displays, seats, litter bins, benches, bollards and any other street furniture on highway land had to be licensed. A photograph and a map of every structure had to be sent to the Planning & Transportation department. All licenses have been granted with the exception

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of hanging baskets. The Town Clerk is trying to establish whether the County Council actually has a policy on this issue, whether they are in fact operating from any guidelines or statutory regulations. The situation is not clear and yet some over officious officers have put the Council under 7 days notice to remove the hanging baskets on health & safety grounds. The Town Clerk has queried whether the officer concerned has the authority to issue such instructions. The only documentation received to date is a copy of Suffolk County Council's policy, as a junior officer stated that Norfolk County Council actually did not have a policy. It is therefore difficult to comply with guidelines that do not exist. There is talk from this department of lighting columns that are condemned and yet apparently safe to have a street light on them. It does seem as if it is the end for hanging baskets from street light columns, but with the assistance of our County Councillor it is intended to get some clear guidelines providing they exist and clarification on who has authority to issue notices for removal. At present the response is wholly unacceptable. Cllr Matthews will take this up with County to try and get clarity.

1215.8. The County Council has for some time been encouraging schools to produce a School Travel Plan, trying to encourage car sharing, improving cycle tracks or pavements or whatever to make it easier for parents to leave their cars at home. £530,000 of Government funding has been secured to support this, although 80% of schools have been working with County Council staff to produce their plans. This money will help the 20% lagging behind as they are mostly the most difficult ones.

At last the money for the pedestrian crossing in Watton Road has come through from the developers of Pedlars Green. This should have been in place about two years ago but County now have the money, it will be placed on the list for implementation. An innovative partnership with the Saffron Housing Trust and County has been formed. This has come about with the help of securing funding of £300,000 from the Regional Housing Board to help people with Learning Difficulties to own their own home. Saffron provides the houses and County provides the support to the individuals to become self-sufficient. It relieves elderly parents of the physical strain of vulnerable adults still living with them and also takes away the worry of what is going to happen when they are no longer able to look after them.

Unitary Authority, do we or do we not want one, is very much on the agenda; A small band of officers have been dedicated to deal solely with the tremendous amount of queries that are being received from the City Council and also from some District Councils on the running of services. Whilst the officers are doing that, they are not doing their own work so that is a loss but we will be going through a very unsettled period of about 3 years until it is settled. NCC has re-introduced the SAM scheme, a speed awareness measure. It has proved effective in the past so they now have two to move around the county. Its presence is to be requested by parish councils and does not involve speed fines – it is just a tool to make motorists aware of the high speed they are doing in certain areas. Watton road springs to mind.

**1216. DATES OF FORTHCOMING MEETINGS**

**1216.1** Monday 17<sup>th</sup> September 2007 – **Market Committee at 7pm** (*at the Town Hall*)

**1216.2** Wednesday 19<sup>th</sup> September 2007 – **Personnel Committee at 9am** (*at the Town Hall*)

**1216.3** Wednesday 19<sup>th</sup> September 2007 – **Open Spaces Committee at 6.30pm** (*at the Town Hall*)

**1216.4** Wednesday 19<sup>th</sup> September 2007 – **Recreation Ground Committee at 7.30pm** (*at the Town Hall*)

**1216.5** Wednesday 3<sup>rd</sup> October 2007 – **Relief in Need Charity at 6.30pm** (*at the Town Hall*)

**1216.6** Wednesday 3<sup>rd</sup> October 2007 – **Finance & G.P. Committee at 7.30pm** (*at the Town Hall*)

**1216.7** Wednesday 10<sup>th</sup> October 2007 – **Full Council at 6.45pm** (*at the Assembly Rooms*)

**1217. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

The Council received a confidential report from the Town Clerk regarding the following: -

1217.1. Market Trader left the market but allowed another trader to take his pitch without the knowledge of the Town Council.

**It was agreed to cease the licence of the market trader and to accept an application from the new stall holder on that site.**

1217.2. Legal advice regarding mis-information in the local press relating to the allotments. A letter will be sent following the decision by the Secretary of State Go East.

1217.3. Access for the Town Hall– an independent access audit was thought to be a good idea.

**It was agreed for the Town Clerk to obtain further information regarding an independent access audit.**

The meeting closed at 9.36p.m.

Chairman.....

## **NOTES FROM PUBLIC SESSION**

Issues raised on the 12<sup>th</sup> September when standing orders had been suspended, for information only.

- Travelers gaining access to the Eco-Tech site. The current system is a waste of money, what is Breckland going to do about it? It was reported that the businesses on that site would be prepared to contribute to a 24 hour manned gate. The Chief Executive agreed to look into this but cannot guarantee that everyone will share those thoughts.
- IRS site development – question was asked whether the speed limit on Station Street to be reduced to 30mph when this development is looked at.
- Pedestrian crossing on Watton Road – Norfolk County Council were ready to do the work but no funding was in place. This was part of a section 106 agreement. The money is now in place and will be put on the list.
- Speeding on Watton Road – this could be a place that County could place a system called SAM to measure the speed of cars.
- 20mph speed limit awareness measures for the town centre. The speed limit restrictions should be placed actually on the road to make the speed limit more visible.
- Short stay traveler site proposals – It was asked whether the public can have any input and to work along Breckland with any proposals. Public were advised to look at Breckland's website for the forward plan to see any key decisions that will take place. The public can have some input with that. Around 8-12 weeks prior to decisions being made contact the officers who are compiling the report.