

SWAFFHAM TOWN COUNCIL

Minutes of the Full Town Council meeting held on Wednesday 11th October 2006 at 6.45pm in the Council Chamber, Town Hall, Swaffham

Present: Mayor: Cllr. S Matthews

Councillors: Mrs C Baker, Mr D Butters, Mrs P Buxton, Mr D Cannon,
Mrs A Greaves, Mrs T Jennison, Mrs S Lister, Mr F Sharpe,
Mr I Sherwood, Mr J Stockdale. (Mrs F Mann 7.08pm)

Deputy Clerk: Mrs M Meyrick

Assistant Clerk: Mrs R Noble

Public: 16

1040. APOLOGIES & REASONS FOR ABSENCE.

1040.1. Cllr. L Wise, Unwell.

1040.2. P.C. A Partridge, Work Commitments.

THE MEETING WAS ADJOURNED AT 6.50P.M.

THE MEETING WAS RECONVENED AT 7.05P.M.

1041. DECLARATIONS OF INTEREST – for items included on the Agenda.

1041.1. Cllr. T Jennison declared a personal interest on 1054.3 and item 1049.13.

1041.2. Cllr. D Butters declared a personal interest on 1048.2 Museum as he is Chairman of the Museum

1041.3. Cllr. F Sharpe declared a personal interest on 1049.

1041.4. Cllr Cannon, Cllr Baker, Cllr Sharpe and Cllr Sherwood declared a prejudicial interest on item 1054.6.

The Mayor reported she had received two comments from the public after the last town council meeting about not being able to hear what Councillors were saying.

1042. MAYOR'S REPORT.

1042.1. The Mayor reported she had attended the Pride in Norfolk Awards Ceremony at County Hall where Swaffham Town Clerk Richard Bishop was presented Clerk of the Year Award.

1043. POLICE REPORT – P.C. Partridge not in attendance.

1043.1. It was reported an e-mail was received today from PC Partridge advising that he will visit Mr Hubbard and advise him of his views.

1043.2. A letter from Mr. Dave Addison and a reply to him was circulated to all Councillors regarding parking in front of the Methodist Hall on Market Day.

1044. MINUTES:

1044.1. The minutes were agreed and signed as a true record by the Chairman.

1045. REPORT FROM THE DEPUTY TOWN CLERK:-

1045.1. The Deputy Town Clerk informed the meeting that a consultation day for the Shambles is planned for the 2nd November between 10am – 2pm. She stated the Town Clerk has met with Keith Fuller who is the Clean Neighbourhood Enforcement Officer from Breckland Council who has agreed to put up a static display and attend on the day. As well as the consultation on the Shambles he is also interested in the education of the new enforcement laws which Breckland and the Town Council can take on. It is hoped that the ideas from everyone that attends the consultation will result in an issues report being prepared, this leading to an action plan on how we can all move forward with the Shambles.

1045.2. The Deputy Clerk reported there was a meeting on Thursday 28th September with students from Hamonds High School. Sally Palmer the Youth Worker for Swaffham was also in attendance and has been

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instrumental in the setting up of the meeting. There were 5 students in attendance with apologies from a further 4, this was very encouraging.

1045.3. The Deputy Clerk reported the situation is the same as last month regarding the Swimming Pool Land Purchase. The Town Council are still waiting for Breckland to give permission in writing to cross that piece of land, they in turn are waiting for some information from land match who are the land owners.

1045.4. The Churches together Christmas event is on the 23rd December. This event is taking place on the Buttercross as last year, which was a great success. This brings the different congregations of Swaffham together working in partnership. It also brings a very good atmosphere to the market.

1045.5. The Clerk and Deputy Clerk attended the SLCC regional conference at Stoke By Nayland last Wednesday 4th October. There were various speakers on the day including Mike Barnes who is the Deputy Director for Sustainable Development at the Government Office for the East of England (Go-East for short). His presentation covered: -

- Who Go-East are
- Rural policy
- The local government debate and the neighbourhood agenda
- Role of local councils in the neighbourhood agenda

It was unfortunate the publication of the White Paper has been delayed as the issues from this could have been talked about on the day.

1045.6. The Town Clerk and Deputy Clerk met with Claire Salley who is Brecklands Arts development Officer and Riana Rudland the Sports Development Officer. This proved to be a very interesting meeting. They are keen to create partnership working all over the district but are particularly interested in helping to set up a forum – 1 for arts and 1 for sports involving all the groups in the town. They were also interested in the Youth Council and would be willing to be involved with this.

1045.7. It was reported that Hamonds High School are taking part in Local Democracy week. Cllr Greaves from the Town Council and Cllr Banbridge from Breckland District Council will be shadowing students on Friday 20th October.

1046. PLANNING/DEVELOPMENT CONTROL:

1046.1. Notification of Decisions/Information from Breckland Council:-

3AG/2006/1186/O Outline planning permission granted for Demolition of bungalow & erect 5 single storey dwellings & garages. Oakwood Property Service.	3PL/2006/0902/F Planning permission granted for the erection of two dwellings and detached garages. Land adjacent to The Meadows, New Sporle Road. Messrs T.W. Suiter & Sons.
3PL/2006/1133/F Planning permission for proposed 3 horse stables. Valley Farm. Mr. P.M. & Mrs. K. L. Taylor.	3PL/2006/1104/F Planning permission for the demolition of outbuilding & erection of PVCu conservatory to the side of property. Mr & Mrs A Broegas.
3PL/2006/1002/CU Planning permission granted for the change of use from residential house to bed and breakfast. Repton House, 11 Oaks Drive. Mr Gary & Mrs. Jackie Marsh.	3PL/2006/1159/O Refusal of outline planning permission for the proposed single storey dwelling. Land south of 61 Coronation Grove. Mr. & Mrs. K. Mileham.
3PL/2006/1172.F Planning permission granted for the erection of a conservatory. 5 Oaks Drive. Mr. & Mrs. T. Jarvis	P/Y/3?2006/3006 Planning permission granted for the construction of a sixth form block. Hamond's High School, Norfolk County Council.
Y/3/2006/3020 Planning Permission granted for the replacement of front entrance doors, side entrance ramp, external lighting, disabled parking bay and associated works. Swaffham Library. Norfolk County Council.	

1046.2. To receive and consider the following planning applications:-

3PL/2006/1195/F Erection of new house. 9 Beech Close. Mr & Mrs. Anscombe OBJECTION – on the grounds of access, close to the school. There are already issues relating to the high volume of traffic using Beech Close and the surrounding area.	3PL/2006/1493/O Proposed single storey dwelling. Garden of 61 Coronation Grove. (amended design from 3PL/2006/1159/O OBJECTION – due to conflict caused to nature conservation and the potential damage to the root system of the trees. The canopy of the trees are 42' across and the canopy of 1 tree extends across the proposed driveway.
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1046.3. A letter relating to a scoping request from Ecotricity for an extension to Swaffham Wind Park at Swaffham was circulated to all Councillors. Following a short discussion it was agreed that once a consultation has taken place on a broad basis Swaffham Town Council will then comment.

The Clerk was instructed to write to Ecotricity informing them that once wider consultation has taken place and more information was supplied Swaffham Town Council will then be in a better position to comment.

1047. FINANCE:

1047.1. Accounts for Payments for October 2006.

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

It was unanimously agreed to accept the Accounts as listed

1047.2. Correspondence between the Clerk and H Smith & Son was circulated to all Councillors for consideration regarding the repairs to Swaffham Chapel Roof. The Deputy Clerk reported the Clerk spoke to Mr Smith one of the directors last Friday. He had not received the letter from the clerk but the points of the letter were outlined to him. Mr Smith was going to give the details of the letter some thought before contacting the Clerk again. Following a discussion relating to the Chapel Roof Cllr. Sherwood proposed and Cllr. Sharpe seconded that the Clerk contact H Smith & Son to instruct them to carry out the repairs to the Chapel Roof properly before they are paid.

It was agreed with 8 votes for that the Clerk contact H Smith & Son to instruct them to carry out the repairs to the Chapel Roof properly before they are paid.

1047.3. A discussion took place relating to Myers Playing Field. It was stated that Myers Playing Field Charity wrote earlier in the year requesting a grant for hedges etc. It was stated that the football club has been sub letting the area for school activities. Although there is nothing the Council can do to help the charity Cllr. Sherwood will try to give advice to them as a member of the public. Cllr. Butters will forward a copy of the original deeds to Cllr. Sherwood.

1047.4. A report from the Clerk was circulated to all Councillors relating to the Church Clock. See Appendix 3. The Deputy Clerk reported the Finance committee went over in detail the issues regarding the clock. Following a discussion on the Church Clock Cllr. F Mann proposed not to spend any more money other than what has already been spent until a firm figure from the Town Estate or the Church has been received. This proposal was not seconded and the proposal was lost.

Cllr Stockdale proposed and Cllr Lister seconded to agree to go ahead with the full restoration of the clock including the costs and await the decision from the Town Estate.

Cllr Sherwood proposed an amendment and Cllr Mann seconded that should the Town Council not receive at least 50% from the Town Estate then the Council would have to look at other measures, other projects in the budget to recoup the £11,000.

There were 4 votes for and 6 votes and 1 abstention against which resulted in the above proposal being lost.

It was agreed with 8 votes for and 3 abstention to go ahead with the full restoration of the clock including the costs and await the decision from the Town Estate.

1047.5. The Deputy Clerk reported a quote has been received for £2258 plus vat to install an independent electric supply to the Buttercross which includes digging up the road to install the cable. Cllr. D Cannon proposed and Cllr. S Lister seconded that the Clerk should contact Norfolk County Council first.

It was agreed with 9 votes for that the Clerk should contact Norfolk County Council first to see if there is any possibility of linking in with their supply.

1048. JUBILEE HERITAGE PLAN.

1048.1. It was reported an e-mail from the architect was received today informing us that he has requested a meeting on site with Veltshaws next week to finalise the snagging list. He will then give them 2 weeks to start the work and two weeks to complete all items. This is therefore 6 weeks from today. He suggests that all

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matters with Veltshaws being completed by the end of November, however, if they refuse to do some or all of the work then two alternative prices need to be sought. Veltshaws will then be given a final chance to complete before using the retention monies via another builder. This would extend the period to the end of December.

1048.2. The Deputy Clerk reported it is expected that practical completion of Swaffham Museum Ltd will happen on Thursday – which means that the legal responsibility for the building is transferred back to the town council. Once this has been received the volunteers can start putting artefacts back into the museum and offices etc. The volunteers have already painted the old reception area and old town clerks office. They have also painted all of the attic rooms and are in the process of putting the shelving back into them. As soon as they are able to go into other parts of the museum the next priority is the rear of the carter room, education room and the museum office. The expected opening date is now early in the New Year. It was by agreed by everyone in attendance that the volunteers are doing an extremely good job.

1049. GENERAL CORRESPONDENCE:

1049.1. A copy of letter to Mrs. Mary Cross relating to issues in the town centre was circulated to all Councillors for information only.

1049.2. A letter and reply from Royal Airforce Reserves re- recruitment day at Swaffham Market was circulated to all Councillors for information only.

1049.3. A complimentary letter and reply regarding flowers in the town was circulated to all Councillors for information only.

1049.4. Correspondence with Mrs. Pat Finch re- development at the Paddocks was circulated to all Councillors for information only.

1049.5. Correspondence with Mr. & Mrs Cawkhill re-development at the Paddocks was circulated to all Councillors for information only.

1049.6. Correspondence with J. Curr re-development at the Paddocks was circulated to all Councillors for information only.

1049.7. Correspondence with Mr. T.P. Garrod re-development at the Paddocks was circulated to all Councillors for information only.

1049.8. Correspondence with Miss S. Owe re-development at the Paddocks was circulated to all Councillors for information only.

1049.9. A copy of Norfolk Link – newsletter of the Norfolk Assoc of Parish & Town Councils was circulated to all Councillors for information only.

1049.10. A copy of circular letter and minutes of Dereham Local Action Group was circulated to all Councillors for information only.

1049.11. A letter from Mrs Bowhay regarding a footpath between 33 Sandringham Way and 11 Kestrel Close has been circulated to all Councillors for information only. This letter has been passed to Peddars Way Housing Assoc following research carried out by Norfolk County Council.

1049.12. A letter has been received to consider a request from SPA for a stall on the Market on 14th October 2006.

It was agreed for the Clerk to write to SPA giving permission for them to have a stall on the market on the 14th October.

1049.13. A letter has been received to consider a request from the Home Hospice Support for stalls on Market 28th October and 18th November respectively.

It was agreed for the Clerk to write to the Home Hospice Support giving permission for stalls on the market 28th October and 18th November respectively.

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1049.14. An invitation to a Play & Leisure Seminar on 19th October at Southwold was circulated to all Councillors. Any Councillor wishing to attend to let the Clerk know.

1049.15. An invitation to the Community Forum Conference on 7th November at Kings Lynn was circulated to all councillors. Any Councillor wishing to attend to let the Clerk know.

1049.16. A report from Cllr P Buxton was circulated to all Councillors to consider regarding the Gambling Act 2005. Although there was some concerns it was agreed it was accurate.

1049.17 The Forestry Commission Access and Tourism Strategy request for assistance in preparation of the strategy was circulated to all councillors. Any Councillor who has any observations and would like to comment must put it in writing and hand in at the Town Hall.

1049.18. A circular letter regarding how the East of England will develop from CPRE was circulated to all Councillors. The Council were asked to consider whether to lobby MP Ruth Kelly. Cllr. A Greaves proposed and Cllr. I Sherwood seconded that the Clerk write to the Secretary of State to say this is an appalling situation we find ourselves in, local communities should decide.

It was unanimously agreed that the Clerk write to the Secretary of State to say how the Council objects to decisions being made about individual communities at regional level.

1049.19. An invitation for a draw for the Buckingham Palace Garden Party next year was circulated to all Councillors. It was agreed that the Mayor each year is put forward for the draw the following year.

1049.20. The NCAPTC Annual Report & notification of AGM on 4th November was circulated to all Councillors. Any Councillor wishing to attend must inform the Clerk.

1049.21. Details relating to the Rural Jigsaw workshop/discussion on 14th October was circulated to all Councillors.

1050. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1050.1. Cllr. I Sherwood and Cllr. F Sharpe reported they have attended one SPA meeting and will report when they have some information.

1050.2. It was reported at the Joint Management meeting with Icenl that there is one councillor short. It was agreed that Cllr. A Greaves replaces Paul Darby and Cllr. T Jennison acts as a casual until Cllr. L Wise is better.

1051. BRECKLAND COUNCIL.

1051.1. A copy of an e-mail from Tony Needham regarding a Local Government Information Unit Guide was circulated to all Councillors for information only.

1051.2. Copies of e-mailed correspondence with Sue Hammond regarding chickens in Lynn Road were circulated to all Councillors for information only.

1051.3. Details of Free Food Safety Checklist & Diary was circulated to all Councillors for information only.

1051.4. Breckland Council report by Cllr. I Sherwood – The European money Breckland draw in for projects for all towns with Swaffham benefiting with £4.4million.

1052. NORFOLK COUNTY COUNCIL.

1052.1. A copy of letter from Mott MacDonald with Mrs. S. A. Bowhay regarding the town centre was circulated to all Councillors for information only.

1052.2. Details of temporary traffic order closing part of Sporle Road for drainage works from 16th October to 3rd November was circulated to all Councillors for information only.

1052.3. A circular letter introducing Locality Youth Worker Dave Rodwell was circulated to all Councillors for information only.

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1052.4. A Countryside Services newsletter from the Environment Operations Team was circulated to all Councillors for information only.

1052.5. A circular regarding community composting was circulated to all Councillors for information only.

1052.6. Details regarding your guide to Norfolk County Council services was circulated to all Councillors for information only.

1052.7. A discussion took place relating to an application to consider the modification of the definitive map public rights of way by the addition of a public right of way. It was agreed it is crucial it is only a footway with vehicular access for residents and land owners only.

The Deputy Clerk was instructed to contact Norfolk County Council specifying the Council agrees to the proposal but only as long as it is defined as a footway right of way with vehicular access for residents and land owners only.

1052.8. A letter to consider Brandon Road (Glasbury Walk) TOUCAN and Watton Road at Oaks Drive Zebra Crossing was circulated to all Councillors.

1052.9. Norfolk County Councillor report by Cllr. S Matthews – NCC are looking at drainage from the bridge to the A47 near Longfields.

1053. DATES and changes of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-

1053.1. Wednesday 8th November 2006 at 6.45pm Full Council (*in the Council Chamber*).

1053.2. Wednesday 15th November 2006 1st Town Council Roadshow “Do you want to become a Councillor?” 4pm – 8pm.

1053.3. Wednesday 22nd November 2006 at 6.30pm Open Spaces & Amenities Committee at 7.30pm Recreation Ground Committee.

1054 ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1054.1. The finance committee agreed in principle to draft figures prepared for the continuation of the TIC in 2007/08. This would involve an application for match funding from Breckland. The proposed figures would mean a reduced contribution from the town council in year 1 and 2 and an increased in year 3 and beyond if the tic continues.

It was agreed that a match funding application goes into Breckland. The proposals would have to be ratified at the budget meeting in December pending a final decision by Breckland Council at the Cabinet meeting in January.

It was reported that there is a meeting planned for the 31st October with the 4 other market towns. The issue of the toilets and play areas also other areas of common interest will be discussed. This will enable the 5 market towns to go to Breckland with a joint proposal. The finance committee were made aware of the commuted sums that are on offer at present. Both these issues will be brought to the November meeting.

1054.2. The personnel committee have been made aware of two staffing issues being dealt with by the town clerk last week.

1054.3. The open spaces committee are recommending for the necessary research to be carried out on the town councils surplus allotment land.

It was agreed for the Open Spaces committee to carry out research on the surplus allotment land.

1054.4. It was reported that Mrs Dickens has written to the Disability Rights Commission Arbitration relating the issues of the town hall.

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1054.5. The Council were informed of 2 instances that the superintendent has had to deal with. Clerk is writing to the traders concerned.

It was agreed that the Market Committee be given delegated authority to deal with both these issues. The market committee will be meeting on Monday evening.

Cllr Cannon, Cllr Baker, Cllr Sharpe and Cllr Sherwood declared a prejudicial interest on item 1054.6. and left the meeting.

1054.6. It was reported that the finance committee were given information relating to a 106. The figures were discussed in full.

It was agreed to accept the amount negotiated but this would have to be ratified at the next full council meeting.

The meeting closed at 9.22p.m.

Chairman.....

Appendix 1

Mr D Horwell

Outside number 30 Queen Street there is still 'Monkey Business' going on. Peddars Way have been told about this ten times already.

Mr D Horwell

Would it be a good idea for the Antique Roadshow to come to Swaffham?

Cllr. S Matthews

Yes it would be a good idea.

Mr Cawkill

The Paddocks Nursing Home is now having its third extension, why? The wall is not back on Cley Road, trees are cut down.

Cllr. D Butters

Development has been passed, would like fence to remain to offer residents protection.

Deputy Clerk

Mr Addison is looking into the trees, as they have Tree Preservation Orders on them.

Cllr. I Sherwood

Planning overrules Tree Preservation Orders.

Mr Cawkill

Mr Moys said he had no opposition to this application, this was because no one knew about it, the Planning Notice is not where neighbours can see it. There is also no record of this being in the Lynn News. We got a letter from Breckland the first time, and we objected, he got permission and took the wall down.

Mr T Dickens

It would be good to see if Breckland went through the correct procedures.

Mr Cawkill

The problem is not just the extension; it is the residents there who have Alzheimer's. Unfortunately this does effect the people who live close by with all the shouting etc.

Cllr. S Matthews

The Breckland Councillors will find out from Breckland and see what they can do.

Mr T Brightwell

Concerned with the Planning Application for 61 Coronation Grove, the house has been on the market twice and taken off. This is the 2nd application the first one was turned down by Swaffham Town Council and Breckland. The drawing is misleading to the size of the trees, the rear amenities are cut to almost nil, the drawing does not show the conservatory on the back of the house. Due to privacy of neighbours it is hoped the Councillors will support this.

Cllr. I Sherwood

Planning is one of the most important things, brown field sites have to be used. Swaffham Town Council does not approve or refuse planning application; they give their observations to Breckland who are the planning authority. There are strict guidelines to approve or refuse an application. Any resident can go and speak at the Development Control meetings, all letters received are passed to Development Control.

Cllr Matthews and Cllr Sherwood would be pleased to speak on behalf of residents, but residents views will be helpful.

Cllr. P Buxton

Individual letters are important, petition is not satisfactory.

Mr R Dowden

Has the swimming Pool land been signed?

Cllr. S Matthews

Breckland is still waiting on another authority.