

SWAFFHAM TOWN COUNCIL

Minutes of a Town Council meeting held on Wednesday 8th September 2004 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr P. Buxton

Councillors: - Mr D. Butters, Mr B. Emmerson, Mr D. Cannon
Mr P. Darby, Mrs S. Lister, Mrs F. Mann, Mrs S. Matthews,
Mr I. Sherwood, Mr J. Stockdale.

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

Public: - 12

683. APOLOGIES & REASONS FOR ABSENCE.

683.1. Cllr Baker (holiday), Cllr Greaves (illness) and Cllr Wise (illness).

THE MEETING WAS ADJOURNED AT 7.47 p.m.

THE MEETING WAS RESUMED AT 7.48p.m. (see Appendix 1)

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

684.1. There were no declarations of interest.

685. MAYORS REPORT

685.1. The Mayor reported she had attended the following events in the past month: -

Attended the Music in Country Churches Concert in the presence of His Royal Highness The Prince of Wales as part of the celebrations marking the 550th anniversary of the Parish Church.

Admired the produce, presented the prizes and enjoyed the auction at the Annual Horticultural Show.

Joined representatives of the Swaffham & District Mental Health Association to receive a donation of £2500 from the new Waitrose store in Swaffham.

Opened retirement Homesearch's 20th Anniversary Party and Barbecue for residents of Northwell Place which also raised money for Cancer Research.

Attended a Reception at West Tofts Camp which ended with a marching band on the parade ground.

Attended the Michaelmas Bazaar and Craft Fair which raised over £600 for the St Raphael Club.

Attended the Welcome Service for the new Methodist Minister, the Reverend Heather Snape and her husband Spencer.

Together with Postman Pat cut the ribbon at the Home Start Open Day to mark their temporary accommodation on the EcoTech site while the Community Centre is being rebuilt.

Presented prizes to the winners of the poster competition organised by Premier Travel to mark their 4th Holiday Show which raises funds for the charity the Family Holiday Association.

The Deputy Mayor attended a Reception of the Household Cavalry.

686. POLICE REPORT.

686.1. PC Partridge stated that the crime figures for the month were 73 from the 15th July. There were a variety of crimes including ABH, GBH, burglary dwelling, burglary other, burglary from person, theft from motor vehicle, criminal damage building, possession of drugs, criminal damage other, assault, arson, theft of pedal cycle, offensive weapon, shoplifting, telephone offence, public order offence, criminal damage to vehicle.

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686.2. PC Partridge reported that with regards to the dispersal order, the police have had reason to warn 6 youths. The procedure is that the youths receive a warning letter and at the moment there seems to be a down turn.

Councillors asked a number of questions including:-

We are pleased to hear about the ASBO orders. Have the number of crimes gone up over recent weeks and months? *There have been 73 for 2 months this is fairly static now. The rough average is about 1 a day.*

What is the law on the horse drawn carriages around the town? *There is legislation that is applicable to them.*

The carts are used for racing – rumour is that there are bets going on.

The horse on the Castle Acre Road, is anything being done? *Where the horse is now is legal. The police would ask the owner to move the horse if it is in an illegal area.*

Do you have any information on the use of post office for police? *Only what has been reported in the newspapers. PC Partridge stated he was unaware of any more details other than what is in the newspaper.*

687. NORFOLK COUNTY COUNCIL PRESENTATION

687.1. There were 2 designs offered for the bus shelters to go in the town centre. Cllr Sherwood proposed and Cllr Emmerson seconded to put forward the 2nd design offered (Perch Assy) by N.C.C. in principle but the design must fit in with the proposed new street furniture and must be the enclosed and glazed version.

It was agreed in principle the design 'Perch Assy' bus shelters to fit in with the proposed new street furniture but must be the enclosed and glazed version.

687.2. The design for the bus shelter to go outside Waitrose supermarket was also discussed. It was proposed by Cllr Mann and seconded by Cllr Sherwood to put forward an enclosed polycarbonate sided bus shelter to N.C.C.

It was agreed to put forward an enclosed polycarbonate sided bus shelter to N.C.C.

687.3. N.C.C. has offered to refurbish the existing bus shelter outside the Kings Arms public house to be used as an information point at an agreed site by the Town Council and Highways Engineers. Cllr Emmerson proposed for the Town Council to agree to the offer made by N.C.C.

It was agreed for Norfolk County Council to refurbish the existing bus shelter outside the Kings Arms public house to be used as an information point at an agreed site by the Town Council and Highways Engineers.

687.4. The future maintenance and insurance on the refurbished bus shelters was discussed. Cllr Matthews proposed and Cllr Emmerson seconded for the Town Council to take on the maintenance and insurance costs.

It was agreed that the Town Council will be responsible for the future maintenance and insurance costs of the bus shelters.

687.5. The observations of the Town Council have been requested regarding all the new proposed bus stops. There followed a discussion and it was highlighted that on New Sporle Road the road narrows by the side of Days Field allotments, so the further towards Castle Acre Road the better in respect of siting this bus stop. It was also thought that this needed a flat piece of pavement. These comments would be passed onto Norfolk County Council and Mott Macdonald.

688. MINUTES:

688.1. The minutes for the Full Council of Wednesday 14th July 2004 were agreed and signed as a true record by the Mayor.

689. TOWN CLERK REPORT: - see report

689.1. A meeting took place with Mr Coleman on site to discuss his proposal for a seat at the corner of Northwell Pool Road. Mr Coleman suggested the seat could be placed somewhere close to the Northwell Pool sign. A discussion followed this report. It was proposed for the seat to be located on the slope but the ownership of this land needs to be checked out and that the relevant permissions are sought.

It was agreed for the Clerk to check on the ownership of the land for the proposed seat and for the relevant permissions to be sought before any work commences.

689.2. A request has been made by Cllr Sherwood in his capacity as District Councillor to Ian Hayward for the notes of a meeting attended at Breckland Council offices on the 15th July. Mr Hayward was asked to distribute a copy of the minutes of that meeting and the relevant information requested but this has not been received as yet. The Clerk will contact Mr Hayward again and put in another request for the notes.

689.3. Mr Stuart Charman was reported to the Town Council for metal detecting on the Campinglands. A member of the public, Mrs Neil was concerned with the safety aspect of the holes that were left behind. This area has been inspected by the Town Gardener and the Deputy Town Clerk. There were some holes as well as rabbit holes and these have also been filled in. Mrs Neil was also concerned with the footpath change in respect of the community centre and she was directed to contact David Mills from Norfolk County Council.

689.4. A ROSPA inspection on the Skateboard Park was carried out on the 16th August resulting in some further work being carried out by the contractor. It was reported by the Icen Partnership that all work has now been completed. The Town Council will assume responsibility of the insurance, maintenance and litter once the Town Clerk has had a final inspection. There are two further litter bins to be erected inside the park which will be funded from the grant money. A sum of money will be available for future maintenance. The Clerk will give a full report at the Finance meeting on the 29th September.

689.5. The Duck Awareness Day was scheduled for the 14th September but this has been postponed as PICAS are unable to attend. It will be scheduled for a later date.

689.6. Community Matters are holding a training event called Sustaining your community building at the Eco-Tech on the 23rd-25th November. The Deputy Town Clerk and the Museum Manager will be attending this event and the Town Clerk is on the waiting list to attend. The Councillors were requested to let the Town Hall know if they wish to attend.

689.7. The Pedlar sign is scheduled to be removed and transported to Wayland Prison at the end of September early October. The costing for the repair of the existing stonework base will be given to the Finance committee. A discussion followed on the positioning of the sign upon its return. Cllr Mann proposed and Cllr Sherwood seconded for the sign site to stay where it is and to contact Breckland Council requesting them to trim the trees around it.

It was agreed for the sign site to stay where it is and to contact Breckland Council requesting them to trim the trees around it.

689.8. Dates for the community groups meeting and with Hamond's High School were discussed. Dates for consideration were 22nd September, 6th October or the 20th October.

It was agreed that the October dates would be preferred.

689.9. The new updated Town Guide is available in the Town Hall.

690. JUSTICES LICENCE - applications

Spice of Swaffham, 2 Cley Road. Application of Justice Licence for Ali Mohazzam Hussain.	Transfer of Licence – Eco Tech Centre Ltd – Mr A. Toomey.
Transfer of Licence – Unwins Ltd, 34 Market Place – Alison Baillie and Lesley Hunt	

691. PLANNING

691.1. Planning Decisions from Breckland Council: -

3PL/2004/0006/0 – Planning permission granted for the erection of bungalow and garage (access off Greenhoe Place), part of garden of 63 Mill Farm Nurseries – Oakwood Properties.	3PL/2004/1055/F – Planning permission granted for the installation of new task lighting, tactile paving & compliant handrail. Mar 1 parking bay and re-pave – Nat West, Swaffham.
3PL/2004/1134/F – Planning permission granted for builders store and workshop (revised scheme – previous ref: 3PL/2002/1415/f – Builders yard, Bears Lane – Mr M. Green	3PL/2004/1056/LB – Listed building consent granted for the installation of task lighting , tactile paving, compliant hand rail, mark out 1 parking bay and replace paving – Natwest, Swaffham.
3PL/2004/1159/F – Planning permission granted for conversion of garage into bedroom and en-suite. 26 Merryweather Road – Mr & Mrs J. Hollands.	3PL/2004/1167/F – Planning permission granted for the creation of 3 rd bedroom (extension to existing dormer windows). 1 Hoveton Drive – Mr & Mrs G. Harrison.
3PL/2004/1064/F –Planning permission granted for two storey extension for offices and council chamber. Town Hall, 4 London Street, Swaffham.	3PL/2004/1063/LB – Listed Building consent granted for for the erection of 2 storey extension for offices and council chamber. Town Hall, 4 London Street, Swaffham.
3PL/2004/1158/F – Planning permission granted for conversion of garage to provide additional residential accommodation (renewal). The Croft House, North Pickenham Road – Mr G.D. Carter.	

691.2. Planning Applications: -

3PL/2004/1236/F –Erection of a new cottage style dwelling and double garage. Land adjacent to Cherry Cottage, Whitecross Road – Mrs Sampson. NO OBJECTIONS	3PL/2004/1242/F – Erection of one detached house. Former Gasworks Site Whitsands Road – Veltshaw Builders Ltd. NO OBJECTIONS – If surface water drainage is disposed of in another way.
3PL/2004/1278/F – Proposed brick boundary wall. 5 North Pickenham Road – Mrs D. Wynter. NO OBJECTIONS	3PL/2004/1349/O – Erection of 1 single storey dwelling. Pedlars Cottage, 6 Norwich Road – Mr & Mrs David Standen. NO OBJECTION – part of landscaping of grounds to include replacing some of the trees.
3PL/2004/1421/LB – To change colour of fascia to cream, pink and silver. Recover existing canopy. The Tobacco Shop, 15 Market Place – S. Painter & J MacLennan. OBJECTION - to the use of pink , to use black and white.	3PL/2004/1427/F – Erection of white PVCu conservatory and new pitched roof on garage. 2 Point Drive, Brandon Drive – Mr Lusher. NO OBJECTIONS
3PL/2004/1468/F – Erection of 20ft x 9ft garage with a 4ft wide personal door (galvanised steel) 8ft up and over door concrete garage – Mr & Mrs Bowhay, 33 Sandringham Way – NO OBJECTION	

691.3. The Town Clerk raised the issue of retention of planning applications as the Town Council have approximately 30 years of applications in storage at the present time. The Council discussed a policy for the length of time to hold applications, as it was reported that Breckland Council held applications on file too. Cllr Sherwood proposed and Cllr Emmerson seconded for all applications to be held for a period of one year, all paperwork relating to planning decisions for a period of five years and applications of significant importance to be held at the discretion of the Town Clerk.

It was unanimously agreed that the policy for retention of planning applications would be one year for current applications, five years for paperwork relating to planning decisions and application of significant importance to be held at the discretion of the Town Clerk.

692. FINANCE:

692.1. Accounts for Payment for September 2004. (See Appendix 3)

The list of Accounts was circulated to Councillors. Cllr Emmerson proposed and Cllr Butters seconded to agree the accounts for payment.

It was unanimously agreed to accept the accounts as listed.

One bill from Norfolk Property Consultants Ltd was not included in the accounts for payment. This invoice is in respect of the Community Centre. N.P.C. claim the costs were incurred from March to June 2000 and only come to light after the Town Council had negotiated a price for the purchase of the Community Centre. The whole amount has been disputed by the Town Council. There was a bill for a lesser sum (approx £1500) that was settled after some negotiation. It is hoped that a further report will be given to the Finance committee. The

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internal auditor is currently doing some research into this as he was the treasurer for the Community Centre.

692.2. A request for support from the Rural Transport Project has been received. Cllr Buxton will request more information regarding this before the council will make a decision.

692.3. A request from Mrs P. Di-Mattia has been received regarding cemetery procedures and charges.

It was agreed to grant permission but all arrangements and costs should be met by Mrs Di-Mattia.

692.4. A request for refund of Right of Burial and consider future policy has been received. Cllr Mann proposed to give a refund but keep back the admin cost plus 1 hour officer time.

It was agreed to refund the Exclusive Right of Burial less an admin cost which will include 1 hour officer time.

692.5. A request to waive erection fee of a commission standard war headstone from the Commonwealth War Graves Commission (Flanagan D.) has been received. Cllr Sherwood proposed and Cllr Darby seconded not to charge the erection fee.

It was agreed with 1 objection not to charge for the replacement of a headstone for D. Flanagan but there is to be no footstone allowed.

692.6. A request for a donation from Norfolk Accident Rescue Service has been received. Cllr Sherwood proposed and Cllr Emmerson seconded not to give a donation.

It was agreed not to give a donation to the Norfolk Accident Rescue Service as it is a Norfolk wide organisation.

692.7. The decision on the costing for a swimming pool feasibility study has been deferred until information regarding the planning application has been received from Breckland Council.

692.8. A copy of the quarterly claim in respect of the Museum project will be given to the Finance Committee. Mrs Hetty Thornton Hiles has started working part-time initially as Education Officer whilst working out her notice as a Primary School teacher at West Winch Primary School.

692.9. The Twinning Visit took place on the 10th, 11th, 12th and 13th September which proved to be successful. There was a welcome reception for visitors at the Church of St. Peter and St. Paul. The Hemmoor and Couhe Verac parties arrived at midday on the Friday. On the Saturday there was an official meeting between the three towns hosted by the Town Council at Lynford Hall. This was a good meeting with all three parties agreeing the need to get the youth involved via the four schools in the town. Following on from this meeting a small delegation from the Hemmoor party, Mayors and friends visited the late Jack Sampson's grave to lay a wreath. There was a Civic dinner at Lynford Hall on the Saturday evening which was sponsored by the Town Council. On Sunday there was a Michaelmas Fayre which included a Town Criers competition, charity stalls, sponsored pram race and free admission to the Museum. The Twinning Association hosted a race night with buffet at the rugby club. Monday brought to a close a wonderful weekend when both twinned towns departed Swaffham.

692.10. The possibility of sponsorship for floral displays in the future was discussed to raise some money for the displays by allowing advertising around the town by placing a plaque on the pots or on litter bins etc.

It was agreed in principle to pursue this but more information would need to be brought to the finance meeting.

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692.11. Notification of annual audit for the year ending 31st March 2004 has been received. The 25th October is the deadline for the paperwork to be with the Auditor.

692.12. A request for a grant to the Citizens Advice Bureau has been received. Cllr Sherwood proposed and Cllr Emmerson seconded not to give a grant.

It was agreed not give a grant to the Citizens Advice Bureau as it is for an office outside of Swaffham.

693. JUBILEE HERITAGE PLAN.

693.1. Minutes from Icen Partnership meetings have been received and distributed to Councillors.

693.2. The Icen Partnership has informed the Town Council that they will not require the paintings in the full refurbished Assembly Rooms. The Council recently had the paintings valued for insurance purposes. There followed a lengthy discussion. Cllr Emmerson proposed and seconded by Cllr Lister for the paintings to be put up for auction. Cllr Butters proposed and Cllr Mann seconded an amendment, to sell the painting of the soldier and to keep the painting of the horses. Cllr Buxton proposed and Cllr Emmerson seconded a third amendment which was vote on each painting separately.

It was agreed to keep the painting of the horses with 5 votes for, 4 against and 1 abstention.

It was agreed with 5 votes for and 2 abstentions to sell the painting of the soldier at auction.

693.3. The Town Hall extension has progressed well in the past week following on from a very wet August. A request has gone to Veltshaws for them to increase manpower on site during the bricklaying stage to get the timescale back on track. There have been some delays caused by having to underpin the White Hart wall and to deal with the much larger than anticipated underground cistern. Deeper footings than expected were needed as a well in the centre of the site was found. There was an additional cost incurred for the removal of the asbestos in demolishing the old boiler house. The additional costs were £3051 for the removal of asbestos, £765 for digging out the underground cistern and £14,693 to be confirmed as additional costs of all additional foundation problems.

693.4. The contractor has asked if the Town Council would re-consider the finish of the internal walls. Currently the finish is with fair faced blocks with plastic conduit to take all electric points, light fittings etc. The net additional costs would be £6600 to put plastered walls back into all areas apart from the toilets and kitchen areas. Cllr Darby proposed to go with the fair faced blocks and a more attractive conduit. Cllr Mann proposed and Cllr Cannon seconded to go with the plastic conduit on wall and the fair faced blocks.

It was agreed with 7 votes for and 1 abstention to keep with the fair faced blocks and plastic conduit for the electrical wirings etc.

693.5. The Council Chamber furniture requirements were discussed. Would the Council require this to be fixed or removable.

It was unanimously agreed for the Council Chamber furniture to be moveable.

693.6. The Town Clerk informed the Council that costing, style and size of a lift will be brought to the Finance Committee. Consideration will also be on the agenda for a wooden workshop/shed to go at the rear of the extension. Other things for the Council to consider in the future will be security systems, CCTV and a telephone system.

693.7. In the week commencing 20th September a site visit has been arranged for any Councillors interested in attending. Councillors were requested to inform the Town Hall if they wish to attend.

694. GENERAL CORRESPONDENCE:

694.1. A request from Mr Cocksedge to erect 10' x 20' poly tunnel on an allotment has been received. Cllr Emmerson proposed to allow this to happen.

It was agreed to allow Mr Cocksedge to erect 10' x 20' poly tunnel on his allotment.

694.2. It was reported that on the Shouldham Lane allotment site near the water tower that someone is digging up part of the road.

It was agreed for the Clerk to check this matter out.

694.3. A copy of a letter and reply in respect of public toilets/public transport has been circulated to Councillors for information.

694.4. Copies of correspondence with K.J. Kenny re-car crime, ducks, council housing and planning permission has been circulated to Councillors for information.

694.5. Information regarding the annual NALC conference has been circulated to Councillors.

694.6. Details of NCAPTC AGM, training opportunities and Norfolk Link have been distributed to Councillors. Councillors were requested to inform the Town Hall if they wish to attend.

694.7. A copy of a letter of thanks from Venture Farm Animal Trust with regards to a market charity stall has been circulated to Councillors.

694.8. A circular notifying of consultations on 1) draft code of conduct for government employees and 2) of restrictions on the political activities of local authority employees and pay of political assistants has been received. This will be placed on the November agenda for comments from Councillors as part of the consultation process.

694.9. A letter from Hamond's High school thanking the Town Council for allowing students to take part in work experience.

695. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

695.1. At the meeting in August of the Access Group the arrangement of the disabled parking spaces in the Town Centre Enhancement scheme was welcomed. Dorothy Dickens is a representative on the Norfolk Forum concerned with access to the countryside and discussion took place around the questionnaire from Norfolk County Council highlighting areas which prevent access for disabled vehicles. Any further comments would be welcomed. Dorothy has also been involved with details of the Town Hall extension and is satisfied that comments have been taken on board.

695.2. The Town Council are involved with the Swaffham Arts by supporting the children's event.

695.3. The Swimming Pool Association has produced some car stickers. There will be a quiz on the 8th October in the Assembly Rooms.

695.4. The NCAPTC are looking at the pricing structure as the structure at the moment is becoming an issue for larger councils.

695.5. St Raphael had made over £600 at their bazaar. The club was very well entertained by Eddie Godden and Wendy, excellent night. There is an appeal for more disabled people in the town to come forward and join.

696. REPORT BY BRECKLAND DISTRICT COUNCIL REPRESENTATIVE

696.1. A letter of thanks has been received from Sarah Cram and Peter Cockburn with regards to the waste collection presentation at the Full Council July meeting.

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696.2. A visit to Costessey Material Recycling Centre had taken place on the 7th September. Cllr Darby and Cllr Matthews went to the recycle centre last night. It was reported that new paperwork will be coming out to inform the public what they can put in their bins. Newspapers, magazines any plastic bottles, tins, cardboard.

696.3. A request for a representative to serve on a Breckland CCTV Group has been received. Cllr Cannon and Cllr Darby would like to be included on this group.

696.4. A letter has been received regarding public conveniences.

696.5. An order report from the crime reduction partnership has been received. The order is comparing year with 2003/2004.

696.6. Breckland is looking at abandoned land that could be used for social housing etc.

696.7. One ASBO order was given out in July for a resident of Swaffham.

697. NORFOLK COUNTY COUNCIL.

697.1. A Winter Maintenance Questionnaire has been received.

697.2. Notification of the Reclassification of Roads used as Public Paths (RUPPS) No's 9,46,48 & 49 has been received.

697.3. Notification of a temporary traffic order for footway between King Street and Queen Street on the 6th September has been received.

697.4. The Norfolk Fire Authorities 2nd integrated Risk Management Plan has been received.

697.5. A questionnaire has been received from Mott Macdonald requesting information regarding Rights of access plan, access land information.

697.6. A letter from Mr W.L. Rogers in respect of footpaths at Adastral Place has been received and distributed to Councillors.

697.7. Notification of contractor appointment for A1065/A47 junction improvement has been received.

697.8. Notification of 30mph & 40mph speed limits order for Norwich Road has been received.

697.9. A well constructed pathway has been put in place opposite M & C Agricultural.

697.10. Mr A. Mash is the new Director of Diocesan Board of Education and responsible for 112 Church schools.

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

1. Wed. 29th Sept 2004 – 7.00pm Finance & G.P. Committee.
2. Tues 5th October 2004 – 6.30p.m. – AR/CC Management Group meeting.
At 7.30p.m. – Recreation Ground Committee.
3. Wed 13th October 2004 – 6.45p.m. – Full Council.

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

699.1. The monthly market opening of the office on a Saturday has continued for the past two years and in the past year things have dropped off considerably. It is not being used by 95% of market traders. It is recommended that this service is discontinued and replaced by a service on demand managed by the Market Superintendent.

It was agreed to discontinue the current service and replace it by a service on demand managed by the Market Superintendent. The Town Clerk or Deputy Town Clerk will make themselves available at the Town Hall or on site every market day by appointment at 7 days notice minimum or 14 days notice maximum. The additional time will be managed through the overtime budget, with a minimum charge of two hours on each occasion.

699.2. The Market security was discussed. It was recommended that the necessary research be carried out, that the local press be fully appraised and that the traders be circulated to see if they are prepared to pay for security.

It was agreed for more research to be done to consult with the police and look at funding a community police officer as an alternative. Look at all the options at the forthcoming Finance Committee and come back to full Council in due course.

699.3. The payment of staff salaries was discussed. It was recommended that salaries be paid by a Bacs system.

It was agreed the staff salaries are paid by a BACS system direct into employee bank accounts, authorised by the Town Clerk and then countersigned by two councillors.

Meeting closed at 9.30p.m.

Chairman_____

Appendix

Reg Dowden – big is beautiful how can we get the public involved more by attending meetings the public in general. The public are apathetic.