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SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 9th November 2005 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J. Stockdale

Councillors: - Mrs C Baker, Mr D. Butters, Mrs P. Buxton, Mr D Cannon, Mr P. Darby,

Mrs F Mann, Mrs A. Greaves, Mrs S. Lister, Mrs S Matthews,
Mr I Sherwood, Mr L. Wise. Cllr Mann arrived at 6.56p.m.

Deputy Town Clerk: - Mr R. Bishop
Assistant Town Clerk: - Mrs M. Meyrick
Norfolk Constabulary:- PC Andy Partridge

Public: - 12

894. APOLOGIES & REASONS FOR ABSENCE.

894.3. Cllr Emmerson (on holiday).

THE MEETING WAS ADJOURNED AT 6.46p.m.

At the conclusion of the open forum the Mayor presented a 5 year Red Cross Volunteers Service Certificate and badge to Mrs. Ann Gunner.

THE MEETING WAS RECONVENED AT 6.57p.m.

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

895.1. Cllr Cannon declared in interest on item 900.2.

895.2. Cllr Butters declared an interest on item 900.2. as the applicant is a relation.

895.3. Cllr Baker, Cllr Butters and Cllr Darby declared a personal interest on item 902.4. museum report as they are all directors.

896. MINUTES – WEDNESDAY 12th OCTOBER 2005

896.1. The minutes of the 12th October 2005 Full Town Council Meeting amendments – page 444, 1st paragraph, line 6 – delete the words ‘receive the’. Subject to this amendment the minutes were agreed and signed as a true record by the Mayor.

897. To receive the MAYOR’S REPORT.

897.1. The Mayor stated that out of all the functions he has attended this past month there are two that he had really enjoyed. These were the Trafalgar Display the Rotary Club organised and the Lions Presentation event whereby a presentation was given to the Olive Tree Project and the St. Johns Ambulance, they shared the proceeds from this years carnival. The Mayor thanked the Swaffham Lions and the Rotary on all the work they do in Swaffham.

898. POLICE MATTERS

898.1. P. C. A. Partridge reported that there have been 61 crimes since the last meeting. These included GBH, common assault, burglary, theft, shoplifting, criminal damage, criminal damage to dwelling, criminal damage to vehicle, from automatic vending machine, making off without payment.

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898.2. There have been numerous complaints received from members of the public about the three disabled bays the market refuse truck takes up near the Assembly Rooms. A new position will need to be found.

899. TOWN CLERK REPORT:-

899.1. Thanks was given to Councillors for their kind and positive comments regarding the Deputy Town Clerk clerking the meeting last month. The next scheduled meeting for the Deputy Clerk to clerk a meeting will be in February.

899.2. A meeting with the Revd John Smith took place on the 13th October the day after the last Council meeting. There was a useful discussion on various aspects of the churchyard maintenance. Updates were given to Revd Smith on the progress being made with research into boundaries, who is responsible for what and to talk generally about the tree pollarding, the grass cutting contract, the rights of way, the rabbit holes, the gates, walls, railings and fencing.

The issue of keys to the clock tower was raised and the Council decision to let the Clock stop if a key was not forthcoming. There was initially some resistance to supplying a key to the side entrance. Revd Smith informed the Clerk that a key will be supplied in time to change the clock back for the winter period.

899.3. A written report was circulated to Councillors for information regarding the SLCC Annual Clerks conference that was held on the 8th – 10th October 2005.

899.4. The negotiations over the terms and conditions for the purchase of two acres of land adjacent to the Eco-Tech Business Park have concluded. The negotiated price is within the budget parameters set by the Council back in the Autumn of 2001 and re-affirmed each year within their annual budget debate. There are amendments to make regarding the planning permission achieved last year; the detail of the Section 106 agreement within that planning permission to conclude and this will contain Breckland Council's agreement for access via the Eco-Tech Business Park. It is hoped to resolve the finer detail by the end of the year. Some details was discussed below the line with the Council, as listed on the Agenda. This is in line with the Council's standing orders but there is a recommendation to approve the detail of the land purchase.

899.5. A letter was received at October's Town Council meeting regarding Youth involvement/Activities for Teenagers. Subsequently correspondence was sent and a discussion took place with local Youth worker Sally Palmer regarding her attendance at the November Town Council meeting. She was unable to attend and similarly at the December meeting, so provisionally she has agreed to come and talk to the Council at the January full Council meeting.

899.6. Progress report of bus shelters. The first two shelters have been erected on Tuesday 8th November, one at Waitrose and one replacing the one on the opposite side of the road from the TIC. Arrangements are being made for the temporary shelter to be removed by Bus Shelters Ltd next week. There may be a period of time without a shelter before the permanent larger shelter is finally erected adjacent to the TIC in week commencing 14th November.

899.7. A meeting to place in September with the new Development Officer Dr Natasha Hutchinson from the Norfolk Museum's and Archaeology Service regarding the Museum project. She asked if she could come and talk to the Town Council at one of their meetings. This has been provisionally arranged for the December meeting, where she would like to talk about the benefits of having an independent Museum in a town like Swaffham. This is part of the service available to the eleven projects grouped together benefiting from European Objective 2 funding.

900. PLANNING/DEVELOPMENT CONTROL:

900.1. Notification of Decisions.

3PL/2005/1265/F Refusal of planning permission for variation of condition 6 on pp 3PL/2003/1133/F to allow access to be used by staff as well as emergency vehicles. The Paddocks. Dr. S. Kaushal.	3PL/2005/1240/F Refusal of planning permission for conversion of stables to dwelling. Pedlars Home Stables, Norwich Road. Miss. Pam Brackley.
3PL/2005/1304/O Outline planning permission granted for the erection of 2 bedroom single storey dwelling and garage. Mr. & Mrs. A.G. White.	3PL/2005/1308/F Application withdrawn for demolition of three storey dwelling including garage. 86 London Street. Mb Building Services Ltd.
3PL/2005/1059/EU Certificate of lawful use or development. Use of dwelling as two separate units (Certificate of Lawfulness). Greg Prowting.	P.03CM/2003/0037/F Planning permission granted for single storey extensions to school enlarging an existing classbase and creation of main entrance. Creation of new access road and new 24 space car park. Removal of existing mobile buildings, relocation of sheds and creation of new ponds and bike sheds. Norfolk County Council.
3PL/2005/1272/F Planning permission granted for the demolition of units and redevelopment of the site for construction of 12 dwellings, and associated works. Veltshaw Builders Ltd	3PL/2005/1405/F Planning permission and 3PL/2005/1406/LB Listed building consent granted to divide the house into 2 flats and one house. Eversley House, 8 Station Street. Roger and Barbara Clarke.
3PL/2005/1340/F Refusal of planning permission for amendments to extension approved under 3PL/2004/0969/F 113 London Street. Mr. David Buchan	

900.2. Planning Applications:-

3PL/2005/1512/LB Replace entrance door, works to provide disabled access. 1 Plowright Place. HSBC Holding Plc. NO OBJECTION	3PL/2005/1522/D Re-siting of approved house and garage ref. 3PL/2004/0102/D Tower Meadow Industrial Estate. Mr. D.J. Maclean. OBJECTION – The Council are not happy to see a house in an industrial site, on an elevated position overlooking a neighbouring amenity. It was agreed to object to this application with 1 abstention. The Town Council requested Cllr Butters attend Breckland Council if this application goes before the planning committee.
3PL/2005/1523/CU Change of use to dental laboratory/denture clinic (retrospective). 25a Market Place. Robert Fox . NO OBJECTIONS	3PL/2005/1535/F Erection of 3 town houses & associated work. Old Gasworks Site, Lynn Road/Shouldham Lane. Oakwood Property Service, Gamekeepers Cottage. NO OBJECTION
3PL/2005/1578/LB OBJECTION to Listed Building consent – Proposed new windows are not in keeping with windows to existing dwelling. and 3PL/2005/12579/F Extension to dwelling. Glaisedale House, 23 Station Street. Mr. & Mrs. R. Chapman. NO OBJECTION to full planning if the Listed Building recommendation is met.	3PL/2005/1581/F Demolition & replacement of three storey dwelling. 86 London Street. M B Building Services. OBJECTION – on highway grounds as there is no parking provision within the curtilage of this dwelling.
3PL/2005/1044/F – Amendment – Banham Poultry Ltd, Great Friars Farm – Detached bungalow – NO OBJECTION	

Cllr Cannon left the meeting when application 1522 was discussed.

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900.2. A letter was received from Phil Daines Head of Development Control regarding a review of the Development Control Service, listing various issues being looked at. The letter notified the Council of a proposed meeting inviting representatives from Town & Parish Councils. Cllr Sherwood proposed that Cllr Butters and Cllr Cannon to attend on behalf of the Town Council.

It was agreed for Cllr Butters and Cllr Cannon to attend a meeting regarding the Development Control Service of Breckland District Council on behalf of Swaffham Town Council.

900.3. There will be a Development Control Committee meeting on 14th November 9.30am to discuss planning applications 3PL/2005/1315/F & 3PL/2005/1316/LB Holmwood House, 40 Whitecross. The applications are relating to an extension comprising of a self contained (Elderly Mentally Infirm) unit providing 16 bedrooms.

901. FINANCE:

901.1. Notification of the Precept timetable 2006/07 has been received. The precept requirements have to be completed by the 16th December 2005.

901.2. Notification of a routine visit from H.M. Customs & Excise (VAT) on Tuesday 15th November 2005 has been received.

901.3. A draft copy of the Business Plan for the Recreation Ground has been received. The Deputy Town Clerk gave a presentation on the revenue implications of the Recreation Ground Project. There followed a discussion. Cllr Lister proposed and Cllr Greaves seconded to support the project as detailed in the Business Plan and to agree to take on the future maintenance of the recreation ground after the 3 year funding period.

It was agreed with 1 vote against and 1 abstention to support the project as detailed in the business plan and it was also agreed for the Town Council to take on the maintenance of the Recreation Ground after the 3 year funding period.

901.4. To receive any final requests from councillors for the forthcoming budget for 2006/07. The preparation of the budget is being. The early budgetary issues raised with the Finance Committee have brought to a head the impact of decisions taken at last years budget meeting and during this year which will be addressed in the budget report. Councillors were requested to consider whether a discussion about public discussions about salaries or staff travel expenses should be below the line, at the exclusion of public and press. Any councillor can make an appointment to see the Town Clerk regarding these issues, or approach a member of the Personnel Committee who can raise it at one of their meetings. A draft budget will be sent out in advance of the 7th December meeting, this and the detail of the report remains confidential until the meeting. Copies will be made available to the press on the morning of the 7th. The Clerk stated that he would hope to see every Councillor for at least a half an hour appointment in the days leading up to the budget meeting. If Councillors do not have the time visit the office then any queries can be done over the telephone, e-mail or letter.

901.5. Correspondence regarding a request for Litter Bins at both entrances to Hamond's High School was circulated to Councillors. There followed a short discussion. It was proposed by Cllr Mann and seconded by Cllr Sherwood to refuse the supply of litter bins.

It was agreed not to supply litter bins outside Hamonds school but to put on the Open Spaces agenda in the future for discussion.

901.6. It was thought that the question of railings requested in the original letter is a private matter for the residents of Glasbury Walk.

901.7. A request from Air Training Corps for a fundraising stall at the Saturday Market on 19th November was received. The Market Superintendent is happy with this request. Cllr Stockdale proposed to allow this to go ahead free of charge.

It was unanimously agreed to allow the Air Training Corps a fundraising stall on the Saturday Market free of charge on the 19th November 2005.

901.8. The Council has just received a notice of alteration for the rating of the Town Hall and the extension. This together with a recent meeting with the architect Gerry Burns regarding planning and listed building consent for the museum project has highlighted an oversight. It seems that when the Museum took over the ground floor 6 or 7 years ago, that change of use was not applied for at that time. So at present we are unable to appeal against the rating of the building until the change of use permission to a Museum comes through. The current rateable value of the building is £20,750, this has now been increased to £35,000.

901.8. The Town Clerk has looked at various different sound systems for the Council Chamber and recommended a Taiden Digital Discussion System from a company called Sound Advice based in Hampshire. As agreed in last years budget, the system can be funded by spreading the capital cost of approximately £4,000 over a 5 year agreement. The cost will be within the agreed budget for this current year and budgeted for accordingly in future years. There will be 14 discussion unit microphones and one Chairman's unit. Four speakers mounted into the false ceiling, a control panel and wiring based in the end storage cupboard. One roving microphone, for the public to use, and one clip on radio microphone, for giving presentations.

Cllr Matthews proposed and Cllr Sherwood seconded to wait until the budget figures are seen and agreed.

It was agreed with 2 abstentions and 1 against to consider the sound system recommended until after the budget figures have been seen.

901.9. Accounts for Payments for November 2005.

The list of Accounts for payment was circulated to Councillors. Cllr Buxton proposed to accept the accounts. See Appendix 2.

It was unanimously agreed to accept the accounts as listed.

902. JUBILEE HERITAGE PLAN.

902.1. The minutes/reports from Icen Partnership were circulated to all Councillors.

902.2. The Minutes from Mott MacDonald re Town Centre Enhancement were circulated to all Councillors.

902.3. Sherwood to thanked the Clerk on the information received regarding the Icen structure. Cllr Cannon is the appointed representative on the Icen Partnership but requested his name be withdrawn from this as their meetings clash with others he has to attend. Cllr Darby proposed for Cllr Sherwood to become the Town Councils representative and Cllr Cannon to be the substitute.

It was agreed for Cllr Sherwood to become the Town Councils representative and Cllr Cannon to be the substitute on the Icen Partnership.

902.4. The Town Clerk gave a report on the ongoing Museum project. The report from last month highlighted the problem of structural repairs required to bring the building into good order costing far more than the available grant money for the Museum project. The Clerk reminded the Council that the building is owned by the Town Council. The question was that when all the work is completed using the Museum budget, what do the Council want do? Do they want to complete the work now or put off this cost to a later date, either way the responsibility lies with the Council, not with the Museum. There followed a short debate on these issues.

902.5. The Clerk also outlined a cash-low dilemma with the Museum project, as the Council are bank rolling the project they are waiting up to three months for monies to be returned to them after a claim is submitted. However, if the spend is early in a quarter this makes it almost six months before grant money is paid back to the Council. It was explained that Norfolk County Council were prepared to make a case to Go-East for the Council to Invoice the Museum for the entire capital

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spend, thus meaning that the claim could be slightly in advance and keep our capital spend on track. The only downside would be that the responsibility for the contract risk (and associated overspend) would pass to the Town Council. The Council would have to agree if as work progresses to underwrite unforeseen problems that could occur with an old building such as the Town Hall, to ensure the project is delivered on time. So the benefits of improved cash-flow has to be balanced against a possible cost on the building itself. There followed further debate on the report and it was clarified that the Council could have a lesser expense now to complete the project, than to store up the un-finished refurbishment and face a much larger expense at the later date.

Cllr Cannon proposed and Cllr Buxton seconded to accept the option of drawing the money down from another source to improve cash-flow and for the Town Council to take the risk by underwriting the project to ensure it is delivered on time.

It was agreed with 11 votes for, 1 vote against and 1 abstention for the Town Council to invoice the Museum for the capital spend to enable the money to be drawn down from another source and for the Town Council to take the risk by underwriting the project to ensure it is delivered on time.

902.5. A report was received from the Town Clerk on the outstanding works at the Town Hall extension. It was reported that Veltshaws Builders have the works in hand regarding DDA compliance. The revised Access Statement has been promised next week. There is a hard standing area to resolve at the Cley Road entrance, then the Building Regulation Certificate will be issued. There is still correspondence coming in from the Access Group and Mrs. Dorothy Dickens. The Clerk stated that a meeting should take place at some stage. Information is being collected to enable the Council to look at all the various options, possible in December dependant on the information coming in. Finally, the only other outstanding items are to erect the gates at the Cley Road entrance and install a sound system in the Council Chamber.

Cllr Greaves proposed and Cllr Sherwood seconded to postpone the rest of the agenda until a future meeting except to record correspondence for information only, to deal with urgent items and the below the line items.

903. GENERAL CORRESPONDENCE:

903.1. The following correspondence was circulated to Councillors and was for information only:-

- a) The NCAPTC Annual Report.
- b) Copies of correspondence with Norfolk Police Authority regarding the authority's long term estates strategy document.
- c) Newsletter from the Swaffham & District Home Watch Association.
- d) Newsletter from the Standards Board for England regarding 'Town and Parish Standards'.
- e) A letter of thanks from Swaffham Crime Prevention Panel for the recent donation.
- f) Correspondence regarding retrospective planning from Ms. Sue Chittock was received.
- g) A letter from Mr. S.E. Snape regarding parking outside the Methodist Church on Sunday's was received.
- h) A letter to and reply from Mrs. Gwen Page regarding the felling of a tree in the Churchyard was received.
- i) Notification of the Rural Community Council meeting on Renewable Energy – Wed 23rd Nov. 2005 Saham Toney.

903.2. Councillors were notified of an invitation to the Town Councils to attend a meeting that is looking at their roles and responsibilities, defining the difference & working together. It is to be held at the Swaffham Community Centre, 8th December, 4pm.

903.3. Correspondence has been received from the Icen Partnership regarding a meeting on Wednesday 18th January in the Assembly Rooms to discuss the future of Icen Partnership 2007 – 2012.

It was agreed for the Town Council to attend the meeting on the 18th January to discuss the future of the Icen Partnership.

904. BRECKLAND COUNCIL.

904.1. The following correspondence was circulated to Councillors and was for information only:-

- a) Confirmation of Tree Preservation Order for Lydney House Hotel.
- b) Copies of correspondence and TIC report to Breckland Council regarding public toilet complaints.
- c) Notification of Licensing Committee meeting date changes.

904.2. A circular letter has been received and circulated to Councillors regarding the Local Development Framework – Regulation 26 Pre-Submission Participation Draft Strategy and Core Policies (October 2005). Comments are required by the 12th December 2005. Cllr Sherwood proposed for a planning committee to meet to discuss these documents in detail.

It was agreed for a planning committee to meet to discuss these documents in detail and be given the delegated authority to comment on behalf of the Council within the consultation period.

905. NORFOLK COUNTY COUNCIL.

905.1. The following correspondence was circulated to Councillors and was for information only:-

- a) Notification of new Director of Planning & Transportation Mr. Mike Jackson.
- b) Manor Way Footway Improvements – copy of recent letters/questionnaires sent to parishioners.
- c) Missing Road Signs – acknowledgement letter.
- d) Notification of works commencing on passing bays at Whitegate Road, Sporle.
- e) Way to Go! Norfolk Local Access Forums Second Annual Newsletter.
- f) Land Full? What happens to rubbish now? – leaflet.
- g) A47 Missing signs correspondence received from the Highways Agency.
- h) Temporary Traffic Order – temporary road closure 21st to 25th November 20 metres of Cley Road & into Market Place.
- i) Norfolk Matters newsletter.
- j) Removable Bollards acknowledgement letter.

905.2. Correspondence was received from Mott MacDonald regarding a consultation on Town Centre Enhancement Phase 3 – Proposed Traffic Regulation Orders (Prohibition of waiting at anytime, Goods vehicle Loading Bay, Parking Bays, Disabled parking, 24 hours bus stop clearway, 20mph speed limit). Cllr Buxton proposed and Cllr Greaves seconded to accept the proposals.

It was agreed with 1 abstention to accept the proposal set out in the document from Mott MacDonald regarding the Town Centre enhancement phase 3.

905.3. A letter has been received inviting Councillors to attend any of the four workshops planned for the Local Transport Plan 2 Consultation for period April 2006 to March 2011. The last date on Tuesday 29th November the workshop is at the Ecotech in Swaffham. Cllr Buxton, Cllr Darby and Cllr Greaves stated they would attend.

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

906.1. Wed 7th December 2005 at 7.0pm Finance & G.P. Committee (*in the Council Chamber*)

Deleted: Wed 2nd

906.2. Wed 14th December 2005 at 6.45pm Full Council at the Town Hall (*in the Council Chamber*).

907. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960

907.1. All staff appraisals have been completed at two personnel meetings on 21st September and 2nd November respectively. There is an 8 page comprehensive confidential report plus 5 pages of the Town Clerks appraisal considered by the personnel committee.

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Recommendations for 2006/07:-

907.2. Office opening hours, from 1st January 2006 it is recommended that minor changes be made to the office opening hours:

Monday, Tuesday and Thursday 8.45am – 2pm
Wednesday – closed Friday 8.45am – 1pm
*Previous hours were Monday, Tuesday and Thursday 9am – 2pm
Wednesday – closed Friday 8am – 1pm*

Cllr Greaves proposed to accept this recommendation.

It was agreed to accept the new opening times of the Town Council office as detailed above.

907.3. The Town Clerk, Deputy Town Clerk and Assistant Town Clerk to increase contract hours by 1 hour per week from 1st April 2006. The above increase in hours is to replace hours previously funded out of the overtime budget for attendance of meetings.

Cllr Lister proposed and Cllr Greaves seconded to accept the recommendations.

It was unanimously agreed for the contract hours for the Town Clerk, Deputy Clerk and Assistant Clerk to be increased by 1 hour per week from the 1st April 2006.

907.4. No changes for the Receptionist, Market Superintendent & car Park Supervisor, Town Gardener & Town Hall Caretaker, Cemetery Groundsman and Part-time Cemetery Groundsman; other than the annual percentage rise due to all staff each year on 1st April.

It was unanimously agreed for no other changes other than the annual percentage rise due to all staff on the 1st April.

907.5. Recommendations for 2007/08:-

The Deputy Town Clerk and Assistant Town Clerk to increase contract hours by 1 hour per week from 1st April 2007. This increase is to manage the loss of one week of additional holiday due after five years of service, to ensure the same level of work is maintained. Cllr Buxton proposed and Cllr Greaves seconded to accept the recommendation.

It was agreed with 8 votes for, 1 abstention and 4 against to increase the Deputy Clerk and Assistant Clerks contract hours by 1 hour per week from the 1st April 2007.

907.6. The Council considered the purchase price and contractual details regarding potential land purchase. Cllr Sherwood proposed and Cllr Wise seconded to continue to negotiate the finer details as discussed.

It was agreed to continue to negotiate on behalf of the Town Council the finer details as discussed and to accept the purchase price put forward.

The meeting closed at 9.45p.m.

Chairman.....

Appendix 1.

Mr Dowden – asked questions regarding the investment by Breckland in Thetford swimming pool over the past 7-8 years. This was in relation to the long standing issue of the PFI agreement Breckland are hoping to conclude very soon.

Cllr Sherwood – I have recently spoken to Ivan Bubbear about this and it took me $\frac{3}{4}$ of an hour to answer that same question. I had hoped it was signed and sealed but unfortunately the formal agreement from Sport England is the only thing delaying this. This has been given verbally but not in writing. Clear explanation of the funding was given at a meeting in ???, the figure that is going in now is for investment and provision across the region including Swaffham. I believe it is a good level of investment for the tax payers in Breckland.

Mr Dowden – I am still concerned that this is a big jump, £1.7million, as opposed from half a million. I am surprised at this big leap on the running costs. The running costs are the main concern.

Cllr Sherwood – It is not strange, you have to look at the complete package. One and a half go direct to Parish and Town councils. It is the best return on our capital buildings and lands. I believe the figures involved are sound and just.

Mr Dowden – I am still dissatisfied.

Cllr Darby – This package covers the whole of the district not just the town.