

SWAFFHAM TOWN COUNCIL

Minutes of the Full Town Council meeting held on Wednesday 12th April 2006 at 6.45pm in the Council Chamber, Town Hall, Swaffham

Present: Mayor: Cllr. J Stockdale

Councillors: Mrs C Baker, Mr D Butters, Mrs P Buxton, Mrs A Greaves,
Mrs S Lister, Mrs S Matthews, Mr I Sherwood, Mr L Wise.

Public: 12

Convent of the Sacred Heart School: Amy Leeder, Megan Combes.

695. APOLOGIES & REASONS FOR ABSENCE.

695.1. Cllr. D Cannon, Holiday.

695.2. Cllr. F Mann, Unwell.

695.3. Cllr. B Emmerson, Unwell.

**THE MEETING WAS ADJOURNED AT 6.49P.M.
THE MEETING WAS RECONVENED AT 7.05P.M.**

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

696.1. Cllr. J Stockdale declared a personal interest on 702.2.

696.2. Cllr. I Sherwood, Cllr. S Matthews, Cllr. C Baker & Cllr. S Lister declared a personal interest on 702.2. as they are members of the Conservative Club.

697. MINUTES – WEDNESDAY 12TH APRIL 2006

697.1. Page 488, item 958.3. should read to forward the names of the contractors to the Council.

Subject to this amendment the minutes were signed as a true record by the Chairman.

698. MAYOR'S REPORT.

698.1. The Mayor reported briefly on the events he had attended during the past month, including RAF Lakenheath stating he met a lot of people and found the evening very enjoyable.

699. PRESENTATION from the PUPILS AT THE SACRED HEART SCHOOL

699.1. Two pupils from The Convent of the Sacred Heart School, Amy Leeder and Megan Combes gave a presentation on the Fair Trade campaign, they learnt at school what was going on in developing countries and thought something needed to be done to make Swaffham a Fair Trade town.

The girls explained that the Fair Trade mark guaranteed farmers and producers in poorer countries get a fair price to cover their production costs, along with a premium to reinvest either in their business or local community schemes.

They asked the town council to serve Fair Trade coffee and tea at its functions and in its offices.

They went on to say that after Swaffham has obtained its Fair Trade status, they will form a group to make sure they keep that status. Which would hopefully include a council representative. The council agreed to consider the request to pass the fair Trade resolution and nominate a councillor.

Cllr. I Sherwood thanked the girls on behalf of the Council.

<p>It was unanimously agreed to put the request to pass the fair Trade resolution and nominate a councillor on the next agenda.</p>
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699.2. The Mayor read out a letter of resignation from Cllr. P Darby stating he has had to resign from both Swaffham Town Council and Breckland Council due to personal reasons.

The Mayor said he was very sorry that Cllr. Darby has had to do this, Cllr. I Sherwood said he has been a true Swaffham Councillor and he has always spoke up for Swaffham at Breckland meetings.

It was unanimously agreed for the Clerk to write to Cllr. Darby informing him that the Council were sad to hear the news but respected his wishes to resign and to wish him all the best.

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

700.1. It was suggested that the issues relating to parking at Beech Close and the Needles/Drugs problems at the rear of Netto's car park are followed up.

701. DEPUTY TOWN CLERK REPORT

701.1. Cllr. A Greaves thanked the Town Clerk and the Deputy Town Clerk for all the hard work that had gone into completing the Recreation Ground application.

701.2. The deadline to submit the grant application for the Recreation Ground project to the Heritage Lottery Fund stage one was 31st March which was done. Committee members Dennis Tallon and Vicky Mason worked particularly hard on writing an Audience Development Plan, an Events Programme and a Training Plan which took them a whole weekend. The Clerk and I worked on both the application form itself and a 10 year Maintenance & Management Plan right up to and including the deadline day. Three full copies of the document had to also be completed. On Monday of this week we have received confirmation that the application is being dealt with by a HLF Grants Officer, there may be a request for further information and we need to confirm that the project has not already started. The Deputy Clerk thanked all the hard work of the committee, without their commitment the project would not be possible.

701.3. The following policies were circulated to all Councillors at the last Council meeting and approved in principle:

- (i) Equal Opportunities Policy
- (ii) Access Policy
- (iii) Education Policy
- (iv) Training & Development Policy
- (v) Volunteer Policy

The Deputy Town Clerk asked if any councillors would like to formally amend any of the details. Cllr. D Butters proposed and Cllr. P Buxton seconded that the policies are adopted en-bloc.

It was unanimously agreed that the following policies are adopted, Equal Opportunities Policy, Access Policy, Education Policy, Training & Development Policy and the Volunteer Policy.

701.3. The Deputy Town Clerk informed the meeting she was standing in for the Clerk during her holiday as he had attended a family funeral today, also that he has just moved house.

701.4. The newsletter has recently been written, printed and distributed. This contains the annual report of the town council and is therefore it is a slightly larger newsletter this time.

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701.5. The Town Clerk had intended to report on the Swimming Pool project. The amended planning application is on the agenda for the Council to consider.

701.6. A question was asked relating to the Swimming Pool Project. As the Town Council is the largest contributor to the project and with the AGM coming up a full update from the council representative is required, also for the Town Clerk to write to SPA for an update.

702. PLANNING/DEVELOPMENT CONTROL:

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

3AG/2005/1917/F Planning permission granted for six terraced 2-storey units with new road access to Turbine Way. Land adjacent to Ecotech Centre, Turbine Way. RLMH.	3PL/2005/1913/F Planning permission granted for first floor extension. 6 Amherst Close. Mr. & Mrs. R. Lang.
3PL/2006/0043/F Planning permission granted for re-alignment of access drive and wall. 27 Whitsands Road. Mr. S. Clarke.	3PL/2006/0220/F Planning permission granted for single storey extension. Mr & Mrs Allen, 51 Mill Farm Nurseries.
3PL/2005/1859/F Planning permission granted for six terraced 2-storey units with new road access to Turbine Way. Land adjacent Ecotech Centre, Turbine Way	

702.2. Consider the following planning applications:-

3PL/2006/0347/F - 5 x office/commercial units, B1,B2,B8, showroom, trade counter, storage & warehousing. Ecotech Park. PC Ltd No Objection	3PL/2006/0353/F - Erection of 1800mm high fence to match existing. Repton House, Oaks Drive. Mr. James Dean No Objection
3PL/2006/0385/F Installation of 20m slimline column with ground based cabinet & a small transmission dish. West Acre Road. 02 (UK) Ltd. Objection, too close to the town.	3PL/2006/0409/F Conservatory to side of property. 20 Oakleigh Drive. Mr. & Mrs. Gunner. No Objection
3PL/2006/0416/A Internally illuminated wall mounted and free standing signs – Busseys, Station Street. No Objection	3PL/2006/0461/F - Change of use of amenity land to new vehicle access including new wall – Mr D. Wright, 2 The Oaklands Objection, Change of use of amenity land will take away the public footpath.
P/Y/3/2006/3009 Construction of new two-storey entrance building. New first floor extension. New classroom infill building. New hall/kitchen extension. Internal alterations. Reconfiguration of carparking, vehicular & pedestrian circulation. Norfolk County Council, Hamond's High School, Brandon Road. No Objection	3PL/2006/0457/O – Leisure building for public use (to include swimming pool) – Swaffham Town Council, land adjacent to Eco-Tech, just off A47 bypass. No Objection
3PL/2006/0485/F – Proposed extension & alterations – Swaffham Conservative Club, 23 London Street. No Objection	3PL/2006/0484/LB – Proposed extension & alterations – Swaffham Conservative Club, 23 London Street. No Objection

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702.4. Notification of Tree Preservation Orders.

Revocation of Tree Preservation Order No 10 and 2. All areas, groups, individuals and woodlands.	Tree Preservation Order No. 20 8 Oaks Drive, Swaffham
Tree Preservation Order 12. At. Peter's & St Paul's Church	

703. FINANCE:

703.1. Cllr. A Greaves proposed and Cllr. D Butters seconded to accept the Accounts for Payments for April 2006. (Appendix 3)

It was unanimously agreed to accept the Accounts for Payments for April 2006.

703.2. A letter to consider a request from the Royal British Legion for a grant to pay for the Fakenham Town Band on Remembrance Day at a cost of £150 was circulated to all Councillors. Cllr. P Buxton proposed and Cllr. S Matthews seconded that a grant of £150 is given to the Royal British Legion to pay for the Fakenham Town Band on Remembrance Day.

It was unanimously agreed that a grant of £150 is given to the Royal British Legion to pay for the Fakenham Town Band on Remembrance Day.

It was suggested the Clerk send a letter to the Royal British Legion informing them of the grant and to approach us nearer the time requesting the cheque for £150.

703.3. Information relating to various Training events from Norfolk Training Partnership was circulated to all Councillors. The Deputy Town Clerk asked councillors if they could let the Town Clerk know if they wish to attend any of the events as soon as possible as it helps the organisers.

703.4. Letters of requests have been received for Dog Bins at the park behind Montague Close & Shouldham Lane were circulated to all Councillors. Following a short discussion Cllr. S Matthews proposed and Cllr. I Sherwood seconded that dog bins are purchased for Montague Close and Shouldham Lane. The Deputy Clerk informed the Council that a licence would be needed from Norfolk County Council for any additional street furniture in the town.

It was unanimously agreed that dog bins are purchased for the park behind Montague Close and Shouldham Lane.

704. JUBILEE HERITAGE PLAN.

704.1. Correspondence with Icen Partnership was circulated to all Councillors for information only.

Cllr. I Sherwood stated that as he was the Council representative on the Icen Partnership he has approached them for dates of meetings, but has not received any. Cllr. P Buxton informed the meeting she will follow this up.

704.2. The Deputy Town Clerk stated the Access Report is not yet ready and the correspondence with Mrs. D. Dickens will be dealt with under item 15.1.

704.3. The work on the Museum is progressing well with the next scheduled site meeting on 19th April. A decision will need to be made in the next week or so on appointing the

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mechanical and electrical contractors. Negotiations are going on at present to keep these costs to within the budgets allowed.

There will be a more detailed report at the next meeting as there will be more to report on. There has been recent contact made by Mrs. Dorothy Dickens regarding access issues for the Museum. These will be taken into account, but like all other issues will be subject to budgetary constraints and the need to deliver outputs for the grant funders.

705. GENERAL CORRESPONDENCE:

705.1. A letter from Mike Staines re- proposed right of way on by the Water Tower was circulated to all Councillors for information only.

705.2. A letter from the Rev John Smith relating to a meeting of the Parochial Church Council was circulated to all Councillors for information only.

705.3. A letter re: Clerk to Swaffham Town Estate Trustees was circulated to all councillors for information only. It was suggested that the Town Estate is put on the next Open Spaces agenda with regards to help towards the clock.

The Town Clerk was instructed to put an item on the next Open Spaces agenda, Town Estate with help towards the clock.

705.4. A letter from Mrs. List regarding litter and the lights at the pedestrian crossing in London Street was circulated to all Councillors for information only.

705.5. A letter to consider a request from the Golden Twirlettes for a Sponsored Twirl somewhere highly visible in the Market Place on a Saturday in April was circulated to all Councillors. It was suggested the last Saturday in April would be ideal as it would be a Bank Holiday weekend.

It was agreed the last Saturday in April would be ideal as it would be a Bank Holiday weekend.

705.6. A letter from DEFRA – getting to grips with the Clean Neighbourhoods and Environment Act 2005 was circulated to all Councillors. Cllr. P Buxton informed the Deputy Town Clerk if she got a copy she would read it.

The Deputy Town Clerk was instructed to get a copy of ‘getting to grips with the Clean Neighbourhoods and Environment Act 2005’ and Cllr. P Buxton would read it.

705.7. A request from Mr Brown to erect a shed and keep hens on an allotment was circulated to all Councillors. It was agreed to send a letter to Mr Brown giving permission to erect a shed and keep hens on his allotment but he must seek any permission needed from Breckland Council for planning permission if required.

The Town Clerk was instructed to send a letter to Mr Brown giving permission to erect a shed and keep hens on his allotment, but he must seek any permission needed from Breckland Council for planning permission if required.

705.8. A request has been received from the Friends of Swaffham Museum to sell raffle tickets on a Saturday, they will request from the Icen Partnership to use a space outside of the Assembly Rooms. It was agreed for the Friends of Swaffham Museum to sell raffle tickets on a Saturday.

It was unanimously agreed for the Friends of Swaffham Museum to sell raffle tickets in Swaffham on a Saturday

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705.9. A letter from Mr Stickings from Hilborough requesting an allotment in Swaffham was circulated to all Councillors.

It was unanimously agreed for Mr Stickings to have an allotment in Swaffham.

705.10. A letter from Local Works to consider information re: Campaign for Sustainable Communities Bill was circulated to all Councillors, following a short discussion it was agreed to put on the next agenda for a resolution to be considered.

The Clerk was instructed to put the 'Campaign for Sustainable Communities Bill' on the next agenda for a resolution to be considered.

705.11. A letter was circulated to all Councillors from Mrs. Kate Gordon requesting the Town Council's assistance in obtaining support for a relief road. Following a short discussion it was felt although the Council supports the group in what they are doing they do have reservations. It was suggested Mrs Gordon write a letter for the Annual Town Assembly.

706. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

706.1. There were no reports from representatives of outside bodies.

707. BRECKLAND COUNCIL.

707.1. Correspondence relating to Street numbering – Lynn Road, Swaffham, was circulated to all Councillors for information only.

707.2. Correspondence relating to the Rough Sleepers Count – Thurs 16th March 2006, was circulated to all councillors for information only.

707.3. Correspondence relating to the Rest/Evacuation Centres in Swaffham was circulated to all Councillors to consider alternatives. Following a short discussion the alternatives suggested were: the Ecotech Centre, the Community Centre and the Assembly Rooms.

The Clerk was instructed to write to Breckland Council informing them of the Ecotech Centre, the Community Centre and the Assembly Rooms as alternatives.

707.4. Correspondence to consider an invitation to attend a Street Scene Conference on 6th July 2006 was circulated to all Councillors. It was agreed that the Clerk attends the conference and any Councillors wishing to attend to give their names to the Clerk.

707.5. Cllr. S Matthews reported that Breckland are only the 2nd District Council in the Country to gain Beacon Status for the Anglia Partnership. The Partnership was formed with Fenland and East Cambridgeshire Councils to operate benefits. It is unique to get Beacon Status for this type of business.

707.6. Cllr. S Matthews reported that Breckland are still heavily involved in building affordable homes on spare 'patches' of land we own.

708. NORFOLK COUNTY COUNCIL.

708.1. A letter with regard to the parking issues at White Cross Road was circulated to all Councillors for information only.

It was stated that this should remain a high priority, as the waiting in the area is unacceptable.

708.2. A letter re: Proposed temporary road closures, Swaffham Market Place was circulated to all Councillors for information only.

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708.3. Correspondence from Mott Macdonald of a proposed mini-roundabout at the Whitecross Road/London Street Junction and Zebra Crossing on London Street was circulated to all Councillors. Work is due to commence in September and due to take 6 to 8 weeks to complete. Following a short discussion Cllr. I Sherwood Proposed and Cllr. A Greaves seconded to ask a representative from Mott MacDonald to a Town Council Meeting to discuss the proposed mini-roundabout and for a public consultation.

It was unanimously agreed for the Clerk to write to Mott MacDonald to ask a representative from Mott MacDonald to a Town Council Meeting to discuss the proposed mini-roundabout and for a public consultation.

708.4. A letter to consider additional cycle stand locations, numbers & types outside the area of the market place was circulated to all Councillors. Following a short discussion it was unanimously agreed the number of cycle stands are sufficient.

708.5. Cllr. S Matthews reported that Beacon Status in our people with learning difficulties portfolio and in the youth and community service.

708.6. Cllr. S Matthews reported that a re-organisation is still going on with the Children's Services staff. It is a very long exercise with having had to evaluate all the jobs of Social Services Education to fit into this new "Every Child Matters" shape.

708.7. Cllr. S Matthews reported that Trading Standards will be in charge if the Avian Flu comes to Norfolk. Meetings are taking place to update everyone on the staff.

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

709.1. Wednesday 19th April 2006 at 7.00pm (confirmed date for meeting with Icen Partnership Directors *(in the Council Chamber)*)

709.2. Wednesday 26th April 2006 at 7.00pm ANNUAL TOWN ASSEMBLY – *(in the Assembly Rooms)*

709.3. Friday 28th April 2006 – MAYOR'S RECEPTION – *(in the Assembly Rooms)*

709.4. Wednesday 3rd May 2006 at 7.00pm Councillors/Staff Training Evening *(in the Council Chamber)*

709.5. Wednesday 10th May 2006 at 6.45pm Full Council *(in the Council Chamber)*

709.6. Wednesday 24th May 2006 at 6.30pm Relief in Need *(in the Council Chamber)*
at 7.30pm Finance & General Purposes Committee

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

710.1. A letter from Mrs D. Dickens had been circulated to Councillors prior to the meeting relating to access issues in the Town Hall. A report was given by the Deputy Town Clerk regarding the options open to the Council in respect of the on-going debate. There followed a lengthy discussion.

It was unanimously agreed: -

- **To go to the DDA Commission and ask their advice on if there are any access issues within the Town Hall.**
- **To investigate the costings of a Web Cam for meetings.**
- **Any further access issues relating to the Town Hall or Museum be dealt with below the line.**

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710.2. The Clerk has taken further Legal Advice on a Pensions dispute with a former employee. A draft response to the independent person looking at this case has been prepared and will be dealt with on Thursday this week. The Town Clerk has asked if this matter could be dealt with by the Personnel Committee in the event of it coming in, in between meetings?

It was agreed for the Personnel Committee to deal with the pensions dispute in the event it comes in, in between meetings.

The meeting finished at p.m.

Signed by Mayor _____

Appendix 1

Jonathon Toy – See Appendix 2

Cllr. A Greaves – We really have tried and are concerned.

Brian Clements – What floor area is required for a wheelchair.

Jonathon Toy – Its not the area, it is the operation of the lift which is the problem, it wobbles, you don't feel safe.

Cllr. I Sherwood – We are getting contradictory advice on the lift, what is your view?

Jonathon Toy – No self respecting shop would fit one of these lifts.

Cllr. I Sherwood – In your opinion does that lift comply to the regulatory standard?

Jonathan Toy – I don't know, I cannot answer either way.

Mr Dixon – Concerns relating to correspondence ref: public right of way on Shouldham Lane. This is a private road which the residents maintain.

Deputy Town Clerk – If you give us your contact details I will ask the Town Clerk to write to you on this matter.

Reg Dowden – There needs to be more time for Public Discussion.

Cllr. I Sherwood – There is a full opportunity to contact Councillors or the staff at the office.