

Page 470

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 11th January 2006 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J. Stockdale

Councillors: - Mr D. Butters, Mrs P. Buxton, Mr D Cannon,
Mr P. Darby, Mrs F Mann, Mrs S. Matthews,
Mrs A. Greaves, Mrs S. Lister, Mr L. Wise

Town Clerk: - Mr R. Bishop
Deputy Town Clerk: - Mrs M. Meyrick
Norfolk Constabulary:- PC Andy Partridge
Norfolk County Council:- Mrs S. Palmer

Public: - 6

923. APOLOGIES & REASONS FOR ABSENCE.

- 923.1. Cllr Carol Baker (holiday)
- 923.2. Cllr Ian Sherwood (family funeral)
- 923.3. Cllr Emmerson (travelling back from family business)

THE MEETING WAS ADJOURNED AT 6.48p.m.

THE MEETING WAS RECONVENED AT 6.52p.m.

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

- 924.1. Cllr Darby and Cllr Butters declared a personal interest on items 932.2 and 932.3 as they are both Museum Directors.
- 924.2. Cllr Cannon declared a personal interest on item 930.2., neighbouring property.
- 924.3. Cllr Buxton declared a personal interest on item 930.3., neighbour is applicant.
- 924.4. Cllr Cannon declared a prejudicial interest on item 932.3(c).

925. MINUTES – WEDNESDAY 14th December 2005

925.1. It was reported that Cllr Mann left a message at the Town Hall to object to the recording of her statement within the minutes of the previous meeting on Page 459 item 908.2. A request was made for her to bring in the proposed amendment for Full Council approval. Once the Clerk had read through the statement he was happy that the minutes truly reflect a summary of the statement made by Cllr Mann and her subsequent comments when corrected and/or briefly challenged prior to leaving the meeting. The Clerk recommended that the minutes are signed as presented. However, as Cllr Mann has now asked for a verbatim account to be recorded, then a copy of the statement will feature in the minutes of this meeting, this will include the correction that the Clerk made to the inaccurate claim about the level of the charge to the Council Tax Payers of £12.00 per household, the actual figure was £4.43 at Band D with the highest rate at Band H £8.87. Cllr Mann was quite happy for a recording of what she had said to be included within these minutes.

Cllr Mann's statement is as follows: -

I wish to state publicly how dismayed I feel at the decision by the majority of Swaffham Town Councillors present at the Finance and General Purposes Committee meeting on 7th December 2005 to vote in favour of taking out a Public Works Loan of £125,000:00 over 25 years.

Page 471

This will result in the imposition of a charge of at least £12:00 per household per annum in addition to the precept for the next quarter of a century. It is a debt some of us will pass on to our descendants. I sincerely hope that the Councillors who voted to take on this huge debt will reconsider and investigate alternative means of raising funds for Capital Projects by selling redundant allotment land.

The Clerk requested that if Councillors wish to have statements recorded they should supply a hard copy at the meeting so that this can be done accurately.

925.2. The minutes of the 14th December 2005 Full Town Council Meeting minutes were agreed and signed as a true record by the Mayor.

926. To receive the MAYOR'S REPORT.

926.1. The Mayor had the pleasure of visiting the Cottage hospital and residential homes in Swaffham on Christmas morning, he thoroughly enjoyed it.

927. POLICE MATTERS

927.1. P. C. A. Partridge reported that there have been 23 crimes since the last meeting. These included assault, theft from dwelling, theft from other than dwelling, theft other, deception, criminal damage, criminal damage to other, criminal damage to vehicles, criminal damage to buildings. This has been the lowest crime level Swaffham has had for a long time.

927.2. A letter from the Norfolk Constabulary regarding Swaffham Saturday Auction was received as late business at the last Council meeting. It is a question of whether it needs to be regulated as part of our Market or not, whether the Town Council wish to take on that responsibility or not and if they do, presumably any rent from that space would come to the Town Council. There followed a lengthy discussion whereby Cllr Mann proposed and Cllr Wise seconded for the Town Council to work with Mr Tyrone Roberts.

<p>It was unanimously agreed for the Clerk to set up a meeting with Mr Tyrone Roberts of Swaffham Auction to discuss the possibility of a legal agreement with him and the Town Council for the auction to continue.</p>

928. REPORT on "YOUTH INVOLVEMENT/ACTIVITIES FOR TEENAGERS" from Sally Palmer.

One of the things from a local point of view is the involvement of young people within a democratic process. In October last year Hamond's High School took part in 'Local Democracy Week'. The progress at Hamond's High School is remarkable; it is a very positive thing. Young people often get negative publicity but if you can harness that you can point them in the right direction to make them a more active . The 'hear by right' framework helps to do this by looking at their community to improve for not just themselves but for the whole community. There is also help with accreditation such as the duke of Edinburgh awards.

Cllr Matthews stated that she would love to see a junior Town Council in Swaffham and asked if there is there much interest?

Mrs Palmer – Yes there is and that would be something that we would have to work with the Town Council.

Cllr Greaves – Endorsed what Sally Palmer has said. She was present at Hamond's for the elections and can endorse the interest that was shown.

Mrs Palmer – As a service we can support in the set-up of a Youth Council with the Town Council.

Page 472

Cllr Greaves – We have to thank the original Sk8 Mob for having the enthusiasm for getting the funding.

Mrs Palmer – The youth club are trying to set up their own management committee which will involve getting extra funding etc. The club runs for 11 – 19 with 5 volunteers. The project runs a group on Mondays called ‘Scene and Heard’ which at the moment is looking at bullying and will next look at drugs.

929. TOWN CLERK REPORT:-

929.1. Report on Garden Science Trust use of Tumbler Hill allotments.

On 20th December a meeting took place with David Lefever from the Garden Science Trust, the Deputy Mayor who is one of the trustees, plus their architect and their project manager. Nick Moys the Forward Planning Officer from Breckland Council was also in attendance with the Clerk and Deputy Town Clerk. There is an objection to overcome from Norfolk County Council regarding the access to the proposed site at Tumbler Hill. In general it was an extremely positive meeting, and the project subject to the various permissions being granted, and the necessary funding being in place should take place in the third quarter of this year.

929.2. Report on various other ongoing business as appropriate.

Councillors were informed of an incident at the Market last Saturday which resulted in the Police being called. Whilst this matter happened in public, it does relate to important issues relating to Market Rules & Regulations and Market Traders licences which should be confidential. In the best interest of all concerned the Clerk gave a report below the line.

930. PLANNING/DEVELOPMENT CONTROL:

930.1. Notification of Decisions.

3PL/2005/1689/F Planning permission granted for Conservatory (glass roof), two dormer windows to rear and velux window to rear. 2 Church Mews. Mr. I Houston.	3PL/2005/1316/LB Listed Building Consent granted for an extension comprising self contained (Elderly Mentally Infirm) unit providing 16 bedrooms. Holmwood, 40 Whitecross. Integrated Nursing Homes Ltd.
3PL/2005/1535/F Planning permission granted for the erection of 3 town houses & associated works. Old Gasworks Site, Lynn Road/Shouldham Lane. Oakwood Property Service, Gamekeepers Cottage.	3PL/2005/1315/F Planning permission granted for an extension comprising of self contained (Elderly Mentally Infirm) unit providing 16 bedrooms. Holmwood, 40 Whitecross. Integrated Nursing Homes Ltd.
3PL/2005/1522/F Planning permission granted for resiting of approved house and garage 3PL/2004/0102/D. Tower Meadow Industrial Estate, Mr. D.J. Maclean.	3PL/2005/1368/F Planning permission granted for 3 industrial units. Land between Brocks Road and Turbine Way, Eco Tech Business Park. Mr. D. Cannon.
3PL/2005/1523/CU Planning permission granted for the Change of use to dental laboratory/denture clinic (retrospective). 25 a Market Place. Robert Fox.	

930.2. Planning Applications:-

3PL/2005/1841/F Erection of detached garage. 48 Montague Close. Ms P.F. Horneyard. NO OBJECTION	3PL/2005/1859/F Six terraced 2-storey units with new road access to Turbine Way & two 3-storey units to rear of site. Land adjacent Ecotech Centre, Turbine Way, Ecotech Business Park. RLMH Ltd. NO OBJECTION
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930.3. Late planning applications received at the Mayor’s discretion.

3PL/2005/1913/F First floor extension. 6 Amherst Close. Mr. & Mrs. R. Lang. NO OBJECTION	3PL/2005/1917/F Change of use to car showroom and alteration to existing to alteration to existing building. Swaffham Car & Service Station, Castle Acre Road. Trevor Greef (Motor Services) Ltd NO OBJECTION
3PL/2005/1883/F Extension. 42 Montague Close. Mr. A. Tennant. NO OBJECTION if the neighbours don’t have any objections.	3PL/2005/1898/D Residential development and associated site works. Land at Lynn Road. Bovis Homes Ltd. NO OBJECTION

Page 473

931. FINANCE:

931.1. Accounts for Payments for January 2006.

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

It was unanimously agreed to accept the accounts as listed.

931.2. A request has been received and circulated to Councillors from the Scallywags toddler group to hold a charity stall on 25th February 2006 on the premises of the Methodist Church Rooms.

It was unanimously agreed to allow Scallywags toddler group to run a charity stall on the 25th February 2006 at the Methodist Church.

931.3. A letter has been received and circulated to Councillors from Mr Paul Green regarding the Old Youth Centre, Campingland. A copy of the reply sent to Paul Green from the Clerk was placed on the table. The Clerk had put off responding on the issues raised as it involved conducting research going back to when Mr Green was a Councillor in September 2001. The Town Council has had a number of higher priorities in the office these past months including trying to resolve the position of a certain bus shelter, delayed by the same person.

931.4. A request has been received and circulated to Councillors from the Friends of Swaffham Museum. They are requesting the use of the Recreation Ground for the Annual Fun Day and Classic Car Cavalcade on Sunday 4th June 2006.

It was agreed for to allow the Annual Fun Day and Classic Car Cavalcade to take place on the Recreation Ground free of charge on Sunday 4th June 2006.

931.5. A request has been received and circulated to Councillors from Mrs. Marian Clements for a street light at corner of Filby Road and Hamond's High School. This matter will be placed with all the other requests for street lights and will be reviewed by the Council once quotes for streetlights have been received.

932. JUBILEE HERITAGE PLAN.

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

932.2. Report on the ongoing Museum project.

The next Museum Directors meeting is Tuesday 17th January starting at 4pm. The work is currently out to tender with 7 builders expressing an interest. The timescale is to be negotiating the tendering process with the final two contractors by the end of the month and to have a contractor starting work in February. The budget remains a major concern, but the Directors are doing all they can to meet the outputs of the project which are the obligations as far as grant money is concerned.

932.3. Progress report from the Town Clerk on the outstanding works at the Town Hall extension.

(a) A local contractor will be erecting the new gates at the Cley Road entrance. The option of brick pillars to support the gates have been looked at but this option was too expensive. The gates are already in storage (bought & paid for). The contractor has to prepare some side in fills and metal posts. There is also a metal decorative arch which has TOWN HALL built into it.

(b) In the past week the Clerk has received a revised Access Statement prepared by the Architect Gerry Burns. This has to be accepted by Breckland Council as part of the Building

Page 474

Regulations Certificate. Veltshaws will be doing the remaining works shortly at the same time as snagging after the first year of occupation.

(c) The Council were given options for a hard standing area for consideration as follows:-

- 1) To have the whole area in tarmac would cost...£4581.65
- 2) To have half the area in brick weave would cost...£2891.00
- 3) To have half the area in concrete would cost...£2715.50

This is an additional cost necessary to obtain building regulations certificate which would have to be funded from Reserves.

Cllr Buxton proposed to go with the brick weave option.

Cllr Cannon stated that he had some brick weave bricks he would let the Council have at a very reasonable cost.

Cllr Lister proposed and Cllr Buxton seconded to accept Cllr Cannon's offer. Cllr Cannon at this point declared a prejudicial interest and abstained from voting.

It was agreed with 7 votes for and 1 against to accept Cllr Cannon's offer of brick weave bricks at a very reasonable rate and to engage a local contractor to lay the hard standing area on the proviso that this arrangement is less than the lowest tender.

(d) A letter has been received and circulated to Councillors from Mrs Dorothy Dickens relating to the lift. It was stated that the Council do want to improve things but not to do anything yet as there is a lot of information still to be gathered. The Council wants to do something but we do not know how quick we can do that.

933. GENERAL CORRESPONDENCE:

933.1. The following items of correspondence was for information only:-

- (a) A reply to correspondence from Mr. Michael Staines regarding footpath registration has been circulated to Councillors.
- (b) A letter and brochure has been received and circulated to Councillors from Stadt Hemmoor.

933.2 A letter has been received from Swaffham Museum Ltd regarding a mural at Cley Road entrance to Town Hall. This proposal is to place a mural at the Cley Road entrance designed by the children depicting subjects related to Swaffham and the Pedlar story, the history of Swaffham or to show the various communities in the Swaffham area including the Portuguese and farming communities etc. Cllr Stockdale proposed and Cllr Mann seconded for the Museum to carry out the project for a mural to the entrance of the Town Hall.

It was unanimously agreed in principle to allow the Museum to carry out a project of a mural for the Cley Road entrance of the Town Hall subject to approving the size, design and site of the mural provided there is no cost to the Council.

933.3. A circular letter regarding Standards of Conduct in English Local Government: The Future (also record receipt of the 85 page discussion paper) has been received. This is a very important document that the Clerk has not had time to read. It was requested for a group of two or three councillors to read through the document and prepare a report for the council to consider. This document will shape any changes to the current system. Cllr Buxton and Cllr Greaves volunteered to look at the document.

Page 475

933.4. A request from the Blood Donors has been received and circulated to Councillors for permission to erect a banner outside Town Hall (6 dates). The Clerk recommend approval providing that the dates do not conflict with advertising for the Farmers Market or any other event by the Town Council.

It was agreed to allow the Blood Donors to erect a banner on the railings of the Town Hall for 6 dates provided it does not conflict with any event of the Town Councils.

934. BRECKLAND COUNCIL.

934.1. The following Breckland correspondence was for information only:-

(a) The Breckland Council Business Plan 2004 – 2010 Revised Version December 2005 has been received.

934.2. A circular and executive summary of the Business Plan for a Rural Enterprise Valley had been received. Comments are requested by Friday 13th January 2006. The executive summary and circular letter had been circulated to Councillors but a much larger document is to be considered. The Clerk requested that a small group of councillors would volunteer to read through the larger document and prepare a report.

The Council agreed to make no comment on this Business Plan.

934.3. It was requested by Cllr Sherwood for the untidy condition and ownership of the Shambles be placed on the agenda. It was agreed for this item be placed on the next agenda.

935.4. Breckland Council Report.

It was reported that the Anglia Revenue Partnership is going well maximising the workforce. There have been 23 A.S.B.O's done in Breckland. At the moment the Tree Preservation Orders are being reviewed.

935. NORFOLK COUNTY COUNCIL.

935.1. The following correspondence was for information only:-

(a) Notification of the A1065 London Street resurfacing Works has been received and circulated to Councillors.

The Clerk was instructed to ask Norfolk County Council if the 7.5 tonne restriction for this road was being lifted for that day.

(b) The Protocol for the Consideration of Unauthorised Encampments – Norfolk Gypsy & Traveller Liaison Group was received and is available in the Town Hall.

935.2. A circular notification of consultation period 19th December 2005 to 13th February 2006 regarding Core Strategy: Issues and Options Stage – Norfolk Minerals and Waste Development Framework had been received. The full document is available at the office.

935.3. A Theatre Street improvements consultation document has been received and circulated to Councillors. The study was to investigate four locations as follows:-

- a) The potential implications of installing a mini-roundabout at the A1065 London St/Haspalls Rd junction.
- b) The impact of pedestrianising the top end of Cley Rd between Whitsands Rd and London St.
- c) The implications of changing the one-way section of Theatre Street between Cley Rd and Westfield Rd into two-way priority.

Page 476

- d) The options of improving conditions for pedestrians in Theatre St from the car park to Cley Rd. These should include options for improvement to the footway, shared surface and access restrictions.

Any of these options would have to be worked into a scheme and compete with other schemes for County Council funding. There followed a discussion.

It was agreed to request Mott Macdonald attend a meeting to discuss the proposals in detail.

935.4. County Councillor Report.

The county is working on various budgets at the moment as reported in the press.

Cllr Mann stated that in the November meeting there was a concern over a broken bollard by the War Memorial, has this been seen to?

Cllr Matthews stated that she had forgotten about this but will contact the relevant department to deal with this. Cllr Matthews would also inform them that a bollard is loose and moveable by the Buttercross.

Cllr Cannon reported that he has had a young mother speak to him recently about having to take her children to a school in Narborough. He asked why there isn't enough spaces in Swaffham school's?

Cllr Matthews replied that this family used to live in Narborough but moved to Swaffham and the children still go to Narborough school.

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

937.1. Wednesday 18th January 2006 at 7.00pm (*in the Assembly Rooms*) to discuss the future of Icen Partnership 2007 – 2012.

937.2. Wednesday 8th February 2006 at 7.00pm Full Council (*in the Council Chamber*)

937. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960

937.1. It was reported that former employee Richard Wood has notified the Council that he intends appealing against the decision of the council regarding his pension rights. He has requested copies of all correspondence between the Council and the Norfolk Pension Service. The Clerk has referred this to W.F. Smith & Co the Town Council's solicitors and will keep the Council informed of developments as they unfold.

937.2. It was reported that a market issue occurred last Saturday. The Market Superintendent stepped in to stop this situation and the Police were called. The matter was not taken further as charges were not pressed by either party. It was recommended by the Clerk for: -

Both traders be suspended from the Market, pending a Market Committee meeting to be held next Thursday 7p.m. in the Council Chamber. The Council also give full delegated powers to the Committee to resolve this dispute.

It was agreed for full delegated powers be given to the Market Committee to resolve the dispute between the market traders.

The meeting closed at 9.03p.m.

Chairman.....

Appendix 1.

A request has been received and circulated to Councillors from Mrs Marion Clements for a street light. Mrs Clements clarified the precise position as it was misleading December in the appendix.

Tony Dickens – A couple of years ago I asked the council when they are dealing with correspondence if they could give a quick resume of the letter to the public.

The Mayor – I agree this has lapsed recently due to the length of our recent agendas but this will be rectified.