

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 12th December 2007 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mrs C Baker, Mr D. Butters, Mr P. Darby, Mr C. Gunner,
Mr D. Harman, Mrs T. Jennison, Mrs S Lister, Mr F. Sharpe,
Mrs J. Skinner, Mr I. Sherwood, Mrs P. Wade, Mr D. Wickerson.

Town Clerk: - Mr R Bishop
Deputy Town Clerk: - Mrs M Meyrick
Norfolk Constabulary:- PC David Johnson
PCSO Oliver Button

Public: 17

1247. APOLOGIES & REASONS FOR ABSENCE.

1247. There were no absences.

1248. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 1248.1. Councillor Matthews declared a personal interest on item 10.3 and Museum.
- 1248..2. Councillor Sharpe declared a personal & prejudicial interest on item 10.3.
- 1248.3. Cllr Gunner declared a personal interest on item museum.
- 1248.4. Cllr Butters declared a personal interest on item museum.
- 1248.5. Cllr Wickerson declared a personal interest on item museum.
- 1248.6. Cllr Baker declared a personal interest on item museum and item 7.2d.
- 1248.7. Cllr Darby declared a personal interest on item museum and planning application 1867

THE MEETING WAS ADJOURNED AT 6.49p.m.

THE MEETING RECONVENED AT 6.58p.m.

1249. MAYORS' REPORT

1249.1. The Mayor attended the Light Dragoons march through Dereham.

1250. POLICE REPORT

1250.1. A report has been received from PC Johnson with the crime figures for November, which included burglary to non dwellings, criminal damage, drug offences, fraud, theft of motor vehicle, theft from motor vehicle, violent incidences, theft others.

1250.2. Several arrests were made outside of the White Hart. The problem with underage drinking is trying to find out where they got the alcohol from. The police encouraged anyone to bring any information to them.

1250.3. Swaffham will have 4 PCSO's by February

1250.4. Christmas Fair – There were some windows smashed on this evening but only 2 were reported. If they are not reported the police cannot do anything. Members of the public need to report to the police.

1250.5. The Breckland Forum has an Anti-Social Behaviour document. The info in this is not passed to the police. If it is reported to Breckland they do not pass it to the police. PC Johnson stated that every two months the Safe Neighbourhood team which is organized

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by the police meet with members of other Councils. Members of the public can attend and vote at the end of the meeting what the police should tackle first. The next meeting is on Tuesday 12th February.

1250.6. There is a Crime Prevention Panel Awareness day this Saturday in the Assembly Rooms. Police Officers will be in attendance.

1251. MINUTES:

1236.1. The Minutes of Wednesday 14^h November 2007, amendment - Page 698 in the 1st paragraph and the 1st decision box. The length of time resident in Swaffham to be considered for an Honorary Citizen is in fact 10 years, not 4, subject to this amendment the minutes were agreed and signed as a true record by the Chairman.

1252. REPORT FROM THE TOWN HALL:-

1252.1. Swimming Pool Land Purchase.

The update reads the same as last month, we are still waiting patiently for this to be completed and the exchange of contracts is imminent.

1252.2. Since the last meeting the Town Clerk has been to a Probus Club lunch to do a talk and invited to Hamonds School to do a presentation to a group of Year 11 students on his job as Town Clerk and the work of the Council.

1252.3. The contractor has been appointed for the Public Toilets refurbishment: Evergreen Builders (the same contractor who carried out the Museum refurbishment). A small group of Councillors have met twice, with the second occasion introducing Jim Mullenger, the volunteer Quantity Surveyor who will assist with the Project Management. It should be noted though that the 10 week contract will impact on the Town Clerk's time.

1252.4. The Town Clerk has met with Chris Sugars regarding Hanging Baskets in the Town Centre. It was a positive meeting and the outcome should mean that some hanging baskets are retained for next year. There are no firm proposals yet but as the new PFI contract commences the replacement lighting columns will all be strong enough to accommodate hanging baskets. The Town Council will have to pay for the fixtures and fittings. Mr. Sugars is investigating the possibility of using the newest columns by carrying out a further assessment. Swaffham Town Centre may be looked at in isolation for an early programme of replacement if it is possible to do this in advance of the whole town. Much more encouraging news.

1252.5. The Mayor and all Councillors are invited to the Council Chamber of the Town Hall at 12 noon on Wednesday 19th December to share a Christmas drink and mince pies with the staff.

1252.6. It was requested for the Town Clerk to contact Breckland regarding the trees around the town centre and the maintenance of them for next year.

1252.7. The refurbishment of the public toilets was discussed for information only. The following issues were discussed: -

Blue light/turnstiles - both of issues are outside of the contract. These will be done at an additional cost that will be brought to the Council for approval.

Payment of building costs etc from Breckland - The Town Clerk is meeting with an officer from Breckland next Monday who is dealing with the conveyance and will be able to discuss this issue.

1252.8. It was reported that the Museum has a DVD available of the Swaffham Time Trail at a cost of £4.99.

1253. PLANNING/DEVELOPMENT CONTROL:

1253.1. Notification of Decisions/Information from Breckland Council:-

3PL/2007/1481/F Planning permission granted and 3PL/2007/1480/LB Listed building consent granted for the conversion of barn (unit 1) to dwelling (revised design from 3PL/2004/1992/LB) Unit 1 Wood Farm, North Pickenham Road. Miss M. Taylor	3PL/2007/1356/F Planning permission granted for the demolition of existing building, construction of residential care home and single bungalow. IRS, Castleacre Road. Bethel Investments Ltd.
3PL/2007/1641/F Planning permission granted for the erection of 2 No 2 bedroom bungalows and associated car parking spaces (renewal). 66 Queen Street. Peddars Way Housing Association.	3PL/2007/1376/F Planning permission granted for the conversion of existing garage to living accommodation. Mill House, Tumbler Hill. Mr. & Mrs. Gardner.
3PL/2007/1561/A Refusal of Consent to display advertisements 1 x illuminated fascia sign & 1 projecting sign. 69 Market Place. Barclays Bank Plc	3PL/2007/1671/F Planning permission granted for the installation of a window. Spice of Swaffham, 2 Cley Road. Mr. M. Moid.
3PL/2007/ 1543/F Planning permission granted for the amendments to Plot 3 to include utility room and dressing area above garage. Land South of Norwich Road. Walnut Tree Developments Ltd.	3PL/2007/1661/F Planning permission for extension to dwelling. 47 Greenhoe Place. Mr. M. Henery & Miss L. Palmer.

1253.2. To consider the following planning applications:-

a) 3PL/2007/1759/F 2 No. single storey dwellings with garages & change of vehicular access & demolition of part existing dwelling. Land adjacent to Cubello, Whitsands Rd. Highbury Developments Ltd NO OBJECTION	b) 3PL/2007/1819/O Construction of single dwelling and garage with associated new access. Highview, 7 Whitsands Road. Messrs T & P. Seago. NO OBJECTION
c) 3PL/2007/1840/CA and 2PL/2007/1841/F Existing single storey lean-to kitchen to be demolished to build new two storey pitched extension. 46 Ash Close. Mr. R. Winch. NO OBJECTION	d) 3PL/2007/1867/F and 3PL/2007/1872/LB Proposed two dwellings & detached garages with removal of small outbuilding and entrance gates. Garden of Eversley House, 8/10 Station Street. Roger & Barbara Clarke. NO OBJECTION
e) 3PL/2007/1899/F Variation of condition 2 on per ref. no. 3PL/2007/1160/F to allow permanent use & alterations to building. Turbine Way Ecotech, Business and Innovation Park. Medeshamstede Education Trust. NO OBJECTION	

1253.3. To receive & comment on any late applications received at the Mayor's

a) 3PL2007/1714/F Proposed two storey dwelling. Manor Farm, 27 Mangate Street. Mr. & Mrs. Paul Ison. NO OBJECTION	b) 3PL/2007/1922/CU Change of use from office to restaurant. 22 – 23 Plowright Place. Armado Jorge Broegas NO OBJECTION
c) 3PL/2007/1933/LB Insertion of bay windows (retrospective) 12 Station Street. Mr. P. Darby. NO OBJECTION	d) 3PL/2007/1938/F Alterations & extension to dwelling & associated external works (amended design – 3PL/2007/0834/F) NO OBJECTION

1254. FINANCE:

1254.1. Accounts for Payments for December 2007. A draft list of payments to date was circulated prior to the meeting; an updated list of payments was circulated to the Council at the meeting.

The Accounts for Payments for December 2007 were unanimously agreed

1254.2. Correspondence with Mr. H. Marshall relating to a 'best practice' suggestion for compensation to allotment holders in Swaffham and drawing comparisons with a similar arrangement in Hackney was circulated to Councillors.

It was agreed that each application for allotment compensation should be looked at on its own merits before a decision is made.

1254.3. Correspondence with Mrs. S. Polaine-Leonard relating to: - (i) Various issues relating to site meeting on the allotments and subsequent obligations undertaken by the Council. (ii) Request to leave swing frame and two empty sheds on Days Field as long as possible after the January deadline. (iii) Re-consider the decision not to pay compensation relating to the cost of the move of equipment.

It was agreed to note suggestions relating to the allotment obligations.

It was agreed to allow a swing frame and two empty sheds to remain on Days Field after the January deadline and reviewed on a month by month basis on the proviso that removal can be enforced at any time with no notice period.

It was agreed with 7 votes to send this request to the Relief In Need Charity for consideration of a grant and to be brought back to the Town Council if necessary.

1254.4. The Town Clerk gave a report to Council relating to the moving of the Tourist Information Centre - e-mailed correspondence with Mr. Martin Hickey of the Tourism Association, a meeting with the current tenants Mr. R. Wood and Mr. A. Wood of Cool Cabs, with officers at Breckland Council and with the Directors of Swaffham Museum Ltd. The issues surrounding the TIC were explained within the correspondence and relate to various allegations of the Council decisions being made in the light of misinformation being circulated to them. This was not the case and answered by the Town Clerk on behalf of the Council. The facts were confirmed in a meeting with Richard and Andrew Wood from Cool Cabs, a copy of the offer letter has been circulated to the Council at the meeting. The Town Clerk attended a Museum Directors meeting last month where it was agreed in principle to deliver the TIC service subject to agreeing the detail of the service level agreement. A copy of a recent exchange of e-mails with the Museum has been circulated to the Council at the meeting. There followed a discussion giving details of concern from the museum on the amount of space that will be needed, staffing etc. It was also stated that the decision was a wise and correct one and having a debate about this issue via e-mail is unacceptable.

1254.5. A recommendation from the Finance & General Purposes Committee for the Precept for the year 2008/09. There have been a number of positive comments received about the Budget meeting and the detail of information circulated prior to and at the meeting. The 98th recommendation agreed last week was to recommend an RPI 4% increase on the Precept for 2008/09, an increase of £6,252 to £162,552 and an increase of £2.61 at Band D the new rate is therefore £67.85.

It was unanimously agreed to accept the Finance & General Purposes committee's recommendation to set the Precept for 2008/09 to £162,552.

1254.6. Public Works Loan of £35,000 relating to part of the budget report for 2008/09. The final part of previously agreed loans to draw down are now required for Northwell Pool £5,000 and Swaffham Museum Ltd. A temporary arrangement has been set in place by advancing £20,000 to the Museum out of monies held for the Town Hall, but following the

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recent Access Audit there will be funds required soon to push forward the actions from that report. It is necessary to up the Public Works Loan to £35,000 instead of the £25,000 previously agreed, as the borrowing rules mean that you can only borrow in excess of your limit for Section 137 grants which is £5.64 x the number of electors which is 5508 = £31,065.12. The additional £10,000 would be allocated to the Swaffham Bowls Club changing rooms project, as there is some urgency in moving this project forward in the spring and when the funds are finally received, then £15,000 of this loan would be cleared leaving only the Museum loan remaining. The latter loan is serviced by Swaffham Museum Ltd.

It was unanimously agreed to take out a public works loan of £35,000.

1254.6. A compensation claim has been received and circulated to Councillors from Mr Tony Davis for allotments being vacated at Shoulder of Mutton allotments 8, 8a, 8b, 9 and 10. The claim is for £350, for Raspberry Canes, Strawberry Plants, Fruit Trees, Wire Netting, Wooden Stakes and Perennial Flowers. Mr. Davis has given up other allotments where rubbish has had to be cleared and is moving to new sites which are being cleared in preparation for the move.

Cllr Sherwood proposed and Cllr Lister seconded to give £100 compensation.

Cllr Jennison proposed to give £350 compensation.

Cllr Darby proposed and Cllr Wickerson seconded to give £250.00 compensation.

It was agreed with 8 votes for, 2 against and 1 abstention to give £250 in compensation to Mr Tony Davis subject to his existing allotments being left in a clean and clear condition.

1254.7. A compensation claim has been received and circulated to Councillors from Jan Duffill for moving from Days Field to Tumbler Hill. Cllr Wickerson proposed to give £154.90 in compensation.

It was agreed with 9 votes for and 1 against to give £154.90 to Jan Duffill in compensation towards replacement of fruit bushes and transport of shed to Tumbler Hill, subject to her existing allotments being left in a clean and clear condition.

1254.8. A request has been received and circulated to Councillors for a refund of Market rent for Mr. A.R. Large for 10th November due to French Market traders staying in the town not vacating parking spaces.

It was agreed to refund Market rent to Mr. Large for the inconvenience of French Market traders parking vehicles on his site. It was also agreed to inform Bruno Mart of this occurrence and state that this cost would be passed on to them if it happens at any time in the future.

1254.9. A request for a Section 137 grant has been received and circulated to Councillors for residential classes at Houghton Barns, near Swaffham for November 2008.

It was agreed with 11 votes for and 1 against not to give a section 137 grant to this organisation as it is outside of Swaffham.

1254.10. A request has been received and circulated to Councillors from the Swaffham Branch of the Royal British Legion to pay for Fakenham Band on Remembrance Day in 2008.

It was unanimously agreed to give a grant of £150 towards the cost of the Fakenham Town Band for Remembrance Day in 2008.

1255. GENERAL CORRESPONDENCE:

1255.1. A copy of the final submission regarding disposal of surplus allotment land to GO East had been circulated to Councillors for information only.

1255.2. A copy of correspondence with Christopher Fraser MP relating to access issues raised by constituent Mrs. D. Dickens has been circulated to Councillors for information only.

1255.3. A copy of the November edition of Norfolk Link the newsletter from NCAPTC had been circulated to Councillors for information only.

1255.4. A copy of e-mailed correspondence relating to an urgent request for permission to stage carol singing in the town on market day from a private school in Hunstanton had been circulated to Councillors. This request was turned down by the Town Clerk on behalf of the Council for information only.

1255.5. A letter of thanks for attending the Festival of Remembrance Service from the Royal British Legion had been circulated to Councillors for information only.

1255.6. A copy of e-mailed correspondence from Ivan Bubbear congratulating the Council on the presentation of the budget and the information made available to the public had been circulated to Councillors for information only.

1255.7. E-mailed correspondence from Kate Neale regarding the Christmas lights or lack of them this year had been circulated to Councillors. A copy of this letter will be passed on to Icen Partnership.

1255.8. Notification of the Scope house to house collections in 2008 and 2009 had been circulated to Councillors for information only.

1255.9. E-mailed correspondence with Richard Wlikin objecting to gifting allotment land to the PCT had been circulated to Councillors.

1255.10. A letter from the Swaffham Business & Retail Forum relating to the constitution of the new forum and the Council's decision to relocate the TIC had been circulated to Councillors. The Business & Retail Forum had requested that the first paragraph of their letter is read out to the meeting. The second paragraph relates to their disapproval of moving the TIC. The letter has been responded to by the Town Clerk.

Further information has been circulated to the Council relating to issues which the Business Forum & concerned with in the town. A list of bullet point responses has also been circulated. These documents formed the basis of a meeting earlier this week between the Mayor, the Town Clerk and the Business & Retail Forum. There will be a subsequent letter confirming the discussions not listed on the two documents, this will be circulated to the Council in their January meeting pack. Cllr Gunner stated that this letter gives the impression that a Councillor cannot join the forum. What he objects to is that a Councillor cannot be on the executive.

1255.11. A letter from Mr. Barrie Palmer regarding car parking facilities at the Campingland Surgery had been circulated to Councillors. It appears that the double yellow line parking restriction is being totally ignored.

It was agreed to pass this letter to Norfolk Constabulary.

1256. REPORTS FROM COMMITTEE Chairmen/Councillors::

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1256.1 Finance & General Purposes Committee	5 th Dec 07	1 st April 08	
1256.2 Open Spaces & Amenities Committee	7 th Nov 07	23 rd Jan 08	Copies of Cemetery Rules & Regulations were circulated to Councillors.
1256.3 Planning	1 st Oct 07	18 th December 07	Notification from Nex Communications, McCarthy & Stone regarding proposed planning committee meeting at the Town Hall on 18 th December at 3pm to discuss a preview of a planning application. This meeting is for the Council members only, it is in a drop in format. There follows a public consultation from 4pm – 7pm.
1256.4 Recreation Ground Committee	7 th Nov 07	23 rd January 08	Peoples Millions letter from the Big Lottery Fund regarding the Sensory Garden project. The letter from the Big Lottery Fund confirms Swaffham were one of the unlucky projects to not receive a grant. This does not detract from the achievement to get into the final 8 in the Anglia East Region.
1256.5 Town Group	15 th Oct 07	16 th Jan 08	
1256.6 Personnel Committee	19 Sept 07		
1256.7 Market Committee	30 th Oct 07	23 rd Jan 08	A letter had been received regarding access issues relating to the auction from Dorothy Dickens. It was agreed to note the issues raised and where deemed to be appropriate to take action. A copy of the Town Clerks response has been circulated to Councillors at the meeting.
1256.8 Youth Council	26 th Nov 07		

1257. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1257.1. A resident of Swaffham wanted to thank the Council especially the Town Clerk for organising a Relief In Need request to supply a dropped curb on the entrance to his property.

1258. BRECKLAND COUNCIL.

1258.1. Copies of correspondence between Breckland Council and the Swaffham Business & Retail Forum relating to the Auction had been circulated to Councillors. Breckland Council's response to an extremely critical letter was factual and heartening.

1258.2. Copies of correspondence relating to hedge and trees at Valentine Barker Court had been circulated to Councillors. Cllr Matthews will find out about this issue and bring information to a future meeting.

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1258.3. Copies of handouts from a recent meeting on the Local Government Review had been circulated to Councillors. The handouts look at the various options under consideration by the Boundary Commission. Breckland's preferred option of City, Coast & Country option 7.

1258.4. A copy of e-mailed correspondence to Nick Heath EDP from Alan Peggs relating to the former Redland Site development had been circulated to Councillors .

1258.5. Notification of a Town & Parish Council Forum on 31st January 2008 in Thetford 5.30pm for 6.30pm had been circulated to Councillors. The issues for the agenda are required by Friday 21st December.

1258.6. Under the new Licensing Laws allows members of the public who think there is a problem with any public house to report this to the Licensing team at Breckland and then the licence can be called in to be reviewed.

1259. NORFOLK COUNTY COUNCIL.

1259.1. Notification has only just been received that Children's Services will be changed from a Grade 3 to Grade 2, this has been caused by some of the categories being changed.

1260. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1260.1. **N.B.** TOWN HALL closing at 12noon on Friday 21st Dec. 2007 and re-opens at 8.45am on Thurs 3rd Jan. 2008.

1260.2. Wed 9th January 2008 – **Full Council** at 6.45pm (*Assembly Rooms*).

1260.3. Wed 16th January 2008 – **Town Group** at 7.00pm at the (Town Hall)

1260.4. Wed 23rd January 2008 – **Recreation Ground Committee** at 7.00pm (Town Hall).

1261. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1261.1. The DDA Access Audit Report and resulting actions were discussed.

<p>It was agreed to for the Town Clerk to action work to be done on the a's and b's in the report and to get estimates for the other categories. This information is to be placed on the February agenda.</p>
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The Meeting Closed at 8.48p.m.

Chairman

Appendix 1

Tourist Information Centre – The Business Forum would approve negotiations to keep it where it is.

The Primary Care Trust & allotment land – The public requested the Councillors intentions on this issue. The Council have no intentions of doing anything at the moment. An initial meeting has taken place with all parties concerned but **no decisions** have been made. The PCT have stated the current hospital is not viable; the future of Swaffham hospital is that the site will close at some point. They are looking at providing hospital beds in the Western part of Norfolk, it is hoped the PCT will consider a hospital in Swaffham. It is hoped that the discussions with the Town Council will help facilitate it in some way.

Underage drinking and drug issues – The issue of arrests outside the White Hart was raised.

Public Session – It was requested the Council look at moving the public session to the middle of meeting.