

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 12th Nov 2008 at 6.45p.m. in the Town Hall, Swaffham.

Present: Mayor Cllr S. Matthews

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

Town Clerk: - Mr R. Bishop
Deputy Town Clerk: - Mrs M. Meyrick
Police:- Inspector A. Porter
PCSO L. Browning

Public: - 14

1402. APOLOGIES & REASONS FOR ABSENCE.

1402.1. Cllr Sherwood – illness

1403. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 1403.1. Cllr Butters declared an interest on anything relating to the Museum.
- 1403.2. Cllr Wickerson declared an interest on anything relating to the Museum.
- 1403.3. Cllr Gunner declared an interest on anything relating to the Museum.
- 1403.4. Cllr Darby declared an interest on items 1409.10, 1409.15, 1416.1 and 1410.6.

THE MEETING WAS ADJOURNED AT 6.46 P.M.
THE MEETING RECONVENED AT 6.51P.M.

1404. POLICE REPORT

1404.1. There were 49 offences for the Swaffham area in the past month. Of those 49 there have been 8 offences of shoplifting and 13 offences of criminal damage which happened at the back of butchers shop whereby cars were damaged. Work is ongoing to resolve this issue.

The police ran a Halloween operation called 'Dampen Spirits' and thanked the Watton & Swaffham Times for their coverage of this campaign. During Halloween there were no calls, in the evening we put on a disco at the Community Centre. We also worked with the shops in the town with 'No trick or treat' letters which created this tremendous success.

During the Christmas period it is planned to have a similar policing plan as that of Halloween. We shall be conducting street briefings in all the shops, this is to do with shoplifting, if we can manufacture that we will try do that at the town hall possibly on a Monday morning. We will be handing out energy efficient light bulbs so that people can leave a light on in their property when they are not at home. The next SNAP meeting will be on the 25th November in the Assembly Rooms. The Inspector asked if this meeting could be chaired by a councillor.

Cllr Wickerson complimented the Inspector and his team on their work in Swaffham particularly for the Halloween period. Also how well the disco event went, there was 4 – 5 police officers/pcso's in attendance and thanks to Icen. The Inspector was asked if there were any problems with fireworks – There was only one call due to a firework being let off.

Cllr Butters informed the Inspector that there is a letter from him later in the meeting relating to the possibility of double yellow lines at the end of Spinners Lane by the police

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station. There are cars parked on the police station side with the hedge on the other side, you cannot see vehicles coming, would like double yellow lines on both sides of the road. The Inspector responded that it is a road that has a speed limit of 30 mph but the question is, is it safe to drive at 30 mph, no. People are aware of the amount of vehicles but they must be aware of that, you have to take it as it is, that it is a small road. The yellow lines I will look at but it is up to Norfolk County Council to put them in place.

1405. MAYORS' REPORT

1405.1. Civic events attended by the Mayor.

14 th October	STG Aerospace Queen's Award
15 th October	Youth Quiz at the Community Centre
31 st October	Opened Rotary Art Exhibition
6 th November	Attended Church Remembrance Evening
9 th November	Attended Remembrance Service at the Church
11 th November	Attendance at the War Memorial for Remembrance Day

1405.2. Civic events attended by the Deputy Mayor.

29 th October	Opened New Toddler/Junior Play Area at the Recreation Ground
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1405.3. There was an urgent item that was recorded as correspondence received from Mr. D. Bird relating to a tree planted on Campingland. This matter is of a confidential nature; therefore further details will be reported to the Council in the private session at item 1416.6 and will be concluded at the December meeting if all the supporting information related to this issue is available in time.

1406. MINUTES

1406.1. The Minutes of Wednesday 8th October 2008 the minutes were agreed and signed as a true record by the Chairman.

1407. REPORT FROM THE TOWN HALL

1407.1. Swimming Pool Land Purchase.

The Swimming Pool Land purchase has now been completed. The transaction has been imminent for a number of months, years even, but as with every marathon it is not the winning that is important it is getting to the finishing line. It is now over to SPA as they have five years to work on their project and find funding to build the pool.

1407.2. Twinning Association on 28th October 2008.

The Mayor, Town Clerk and Cllr Paul Darby met with Stan Sole and Glenn Vincent from the Twinning Association on 28th October. Copies of e-mails from the Twinning Association to their counterparts in Germany and France have been circulated to Councillors. It was an extremely useful meeting and the notes from this meeting will be circulated for information in due course. The idea was to discuss issues coming out of the recent trip to Germany and looking ahead to 2010 when Swaffham hosts the Civic visit of our twin towns. The aim is to connect with the youth of each of the three towns, to broaden the appeal of twinning reaching more than the select group and to modernise the approach to achieve best value for any money committed to the Civic Visit in 2010 and beyond.

1407.3. Society of Local Council Clerks annual conference at Reading 17th – 19th Oct. The annual Clerks Conference attended by the Town Clerk and the Deputy Town Clerk was again of a high standard, with a packed and varied programme.

The subjects included the future of local government, working with Unitary Authorities, how can 'Larger Councils' unlock democracy, the changing local government scene and our environment – green issues. There was an interesting panel discussion 'I want to make a difference but I don't like politics' - panel members included John Redwood MP,

Dyanne Reese President IIMA from the USA, Francois Allers President of the IMA from South Africa and the Deputy Leader of Wokingham Council. There was a Keynote presentation by Nick Randle Chief Executive of SLCC, Keynote motivational speaker was Lynn Davies CBE former Olympic Gold Medal Long Jumper and President of the UK Athletics Members Council and Keynote address was by Ken Cleary MBE Chairman of NALC. There was also a larger number of exhibitors at the conference, a meeting organised by the Institute of Local Council Managers which both Richard (FILCM) and Michelle (MILCM) both belong to and the Annual General Meeting of the Society of Local Council Clerks.

1407.4. On-going business.

As a lot of time is being taken up preparing the budget there is not much time for other issues at present. Other things are going on behind the scenes, but with a full agenda it was felt best to leave a comprehensive report to another meeting.

1408. PLANNING/DEVELOPMENT CONTROL:

1408.1. Notification of Decisions/Information from Breckland Council

3PL/2008/1284/F Planning permission granted for first floor extension at the front of 2 The Oaklands. Mr. D. Wright.	3PL/2008/1285/F Planning permission granted for the erection of open porch/gazebo to rear of Marlow, Campingland. Mr. & Mrs. Edwards.
3PL/2007/2029/F Planning permission granted for the erection of bungalow for farm manager of both sites. Silver Drift Farm, Kings Lynn Road. Banham Poultry Ltd.	3PL/2008/1250/F this was reported on the agenda as Planning permission granted for the subdivision of existing site & construction of new chalet style dwelling, complete with new access off White Cross Road. 9 Beech Close. Mrs. Judy Ancombe. This was an error as the application was refused.
3PL/2008/1359/F Planning permission granted for the conversion of garage into a playroom erection of first floor bedroom & bathroom extension. 41 Heathlands. Mr. & Mrs. N. Clements.	3PL/2008/1353/F Planning permission granted for the extension and alterations to provide 9 bedrooms and ancillary accommodation. Change of use of land to South West corner of site from agricultural to C2.
3PL/2008/0954/F notes received to explain the reason for planning permission being granted.	

1408.2. Planning applications:-

a) 3PL/2008/1373/F Erection of two storey house & garden wall. Rear of 61 London Street. Mr. M. Gathercole NO OBJECTION with 1 abstention	b) 3PL/2008/1464/CU Change of use from private residential to health (C3 to D1) to facilitate expansion of surgery services. 6 Campingland. Primary Asset Ltd. NO OBJECTION
c) 3PL/2008/1517/F Installation of new mechanical plant to existing hard surface area at rear of store (revised application). Waitrose Ltd NO OBJECTION – Would like Breckland to pay particular attention to the surface water drainage and the effect that will have on the area.	d) 3PL/2008/1536/F Removal of condition 5 on planning permission 3PL/2007/1372/CU (shared amenity space). 4 Castle Acre Road. Mrs. Mandy Timmins. NO OBJECTION

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1408.3. Late planning applications received at the Mayor's discretion.
There were no late applications to consider

1408.4. Planning correspondence, or notifications of planning enforcement & TPO's.
The Council are still receiving various e-mails and other correspondence regarding the possibility of Greyhound racing returning to Swaffham Raceway. The Council were advised by Breckland Council that this is not a planning issue.

1409. FINANCE:

1409.1. Accounts for Payments for November 2008.

A list of payments were circulated to the Council at the meeting.

The accounts for Payment for November 2008 were unanimously agreed

1409.2. In discussion with the internal auditor and discovering what reports the new accounting system can give at the touch of a button it was established that eventually the information circulated to the Council will change. In the Councillors information pack will be a complete calendar month of income and expenditure, with a cut off point of the last day of the month closest to the meeting itself. This will include any payments made between the previous meeting and the end of the month. At the meeting Councillors will have a list of payments that need to be paid that have come in during the period from the 1st of the month to the date of the meeting. The Council will have an opportunity of asking the Clerk questions on both reports. They will be asked to receive and approve the income and expenditure report and sanction any highlighted payments that are outside the budget. They will be asked to receive the list of payments. These reports would give the Council a far better overall picture of where the accounts stand. They would increase the transparency of the Council's systems in relation to accounts, but still be in line with the Council's financial regulations which are subject to internal and external audit.

1409.3. Tender Document for the cleaning of public toilets.

Time restrictions made it impossible for the Town Clerk to distribute the draft tender document for the cleaning of the Public Toilets prior to sending them out for tender. The tendering process was concluded later in the meeting during the private session at item 1416.4 The contract is initially offered for a 14 month period from 1st February 2009 to 31st March 2010. Any errors can be corrected or amendments can be made prior to signing a contract with the appointed contractor. The later if a significant amendment could result in the contractor being given an opportunity of amending their price.

It was agreed that the detail of the tender document for the cleaning of the public toilets is approved.

1409.4. Snagging of the public toilets and consideration of the installation of slot-meters.
There have been a number of issues raised over recent weeks resulting in site meetings with the contractor, the cleaner and the Town Clerk. The Council have been circulated with copies of e-mails to and from contractors and cleaners. Most of the operational issues have been resolved, other issues regarding reporting procedures, recording data and actions taken have been addressed in the tender document. The following were considered: -

- i) The electricity sub-meters are not operating as they should. The contractor is now instructed to rectify this situation asap; also the Town Clerk is exploring the option of separating the electricity supply for the toilets away from the premises currently occupied by Cool Cabs. EDF Energy have been contacted and are three weeks away from a site visit to determine whether additional cost is necessary for cabling to give a separate supply. The estimate will come to the Council in due course for consideration.

- ii) There is no hand drier or soap dispenser in the disabled toilet. The Town Clerk is currently waiting for an estimate which will come to the Council for consideration.
- iii) Toilet cubicle 20p slot meters. The contractors Evergreen has had great difficulty in locating a manufacturer for a suitable solution, however details have been circulated to the Council at the meeting. The costs as per the price list supplied are between £562 per door to £784 per door. With 7 doors required, the cost will be between £3,934 and £5,488. This is if the Council go with the recommendation to replace the thin wall toilet doors with solid wooden doors is accepted and can be fixed to the existing cubicle walls without any further cost being incurred.

There was a recommendation from the Town Clerk that as the Council have had 7 months of managing the toilets which have been freely available for public use and it is a full year since a decision was taken to charge 20p entrance; the Council give consideration to balancing the capital cost of installation, the cost of repairing any damage through vandalism or theft, and the cost of security of staff and staff levels to collect and bank all monies received – with the benefits of receiving the income from the entrance charge.

There followed a lengthy discussion whereby concern was shown regarding the cost of putting this system in place and of the upkeep of this system. Cllr Wickerson proposed and Cllr Gunner seconded to reconsider the decision which was made in December 2007 and not to charge for the use of the public toilets.

It was agreed with 9 votes for with 1 objection and 1 abstention not to charge for the use of the public toilets.

1409.5. Request for one-off financial contribution from Mrs. S. Polaine-Leonard. This matter last came before the Council on 18th December 2007 and the request was referred to the Relief in Need Charity for consideration. It is understood that the Charity have funded the relocation of the play equipment by a specialist contractor at the request of Mrs. Polaine-Leonard. This was the most expensive option, as all outstanding issues could have been dealt with by a local contractor at a similar cost to a specialist contractor moving just the play equipment. Notwithstanding this as the reason why the matter is now referred back to the Council; the Town Clerks recommendation in December last year was to give consideration to treating this as a unique case with a one off contribution of £250 towards the cost of moving all other structures to a location on Swaffham. Mrs. Polaine Leonard has subsequently taken on new alternative allotments at Shoemakers Lane site. She originally agreed to move after the notice to quit Days Field was served but she changed her mind and cancelled the allotment agreement and losing the option of having any compensation that would be due. She has changed her mind again and has now taken allotments after all. There is also a further request to provide a skip at Days Field for her exclusive use and for her to harvest the apple tree at her previous site. In conclusion, it is recommended that the Council consider a contribution of £250 towards the cost of moving structures from Days Field and/or towards the cost of a skip and grant permission to harvest the apple tree under the supervision of a member of staff. Cllr Lister proposed and Cllr Baker seconded to discuss this item below the line at the end of meeting as there are some confidential issues to be discussed.

It was agreed to discuss this item in the confidential section of the meeting as some confidential issues were to be discussed.

1409.6. Request for a further litter bin outside Cool Cabs – Peter Harris. There has been an exchange of e-mails from Peter Harris regarding a request to empty the litter bin outside the old TIC office more often to see if this alleviates the problem of the amount of rubbish around the bin. It has only been a few weeks but Mr Harris has come back with a request for the Council to purchase an additional bin for that area.

It was agreed to purchase an additional bin to be located outside the old TIC office once a street furniture licence has been approved by Norfolk County Council.

1409.7. Annual appeal for the Citizens Advice Bureau.

An appeal has been received and circulated to Councillors requesting a grant. The Town Council gave a grant of £150 last year.

It was agreed to give a grant of £150 to the Citizens Advice Bureau.

1409.83. A request for dog bin at Campingland Angela & Peter Tongue has been received and circulated to the Council for consideration. The approximate cost of the bin is £150 - £175. If it is ordered this time of year the installation could be carried out by the outside staff. This would not require a licence as it is on Town Council property.

It was agreed with 2 objections and 1 abstention to place a dog bin on council owned property of the Campingland.

1409.9. A request has been received and circulated to Councillors for a refund of Exclusive Rights of Burial fee, consider deducting administration fee and setting policy for future occurrences of this type. A discussion took place regarding this request.

It was agreed to refund the exclusive right of burial fee less an administration fee of £30. It was also agreed to set a policy to show that any future refunds of exclusive rights of burial are treated in the same way. The Finance committee will review this policy annually.

1409.10. A request has been received and circulated to Councillors from Mrs. Illahi for contribution towards fencing an allotment. The Council were mindful that agreeing to this request could leave them open to all other existing allotment holders seeking reimbursement or a contribution towards any improvement in the condition of their allotments. It was proposed Cllr Wickerson and seconded by Cllr Lister not to give a contribution.

It was unanimously agreed not to give Mrs Illahi a contribution to the improvement of her allotment.

1410. GENERAL CORRESPONDENCE:

1410.1. E-mailed correspondence has been received and circulated to Councillors from the Revd John Smith regarding the Town Clock and Bell Ringers. The exchange of e-mails with Revd John Smith has fine tuned the bell ringers and hopefully normality has been restored to the chiming of the Church Clock. The problem is that if ropes are left tied after the bell ringing has taken place and things are not fully adjusted back in position as it should be, then it can cost the Council to put things right. The point has been made and hopefully normal service has been restored.

1410.2. A copy of the response from Equity insurance Brokers and Ecclesiastical regarding a potential claim for a damaged headstone at the Cemetery has been received and circulated to Councillors. The insurers have stated that "from the information available it does not appear that Council workers have caused the damage. We therefore do not feel that there is a claim to answer." This relates to previous correspondence regarding the contractors Country Grounds Maintenance.

1410.3. A letter has been received and circulated to Councillors from Ms Gardner giving notice that she is leaving the Swaffham Market. She is a relatively new Market trader selling handbags and fashion jewellery.

1410.4. Correspondence has been received and circulated to Councillors relating to allotment information & data protection. Unfortunately some information was inadvertently

handed out on the Reception desk to an allotment holder. This caused a temporary breach of the data protection act, but it has been rectified with the information being retrieved. The member of staff will shortly be undergoing internal training on the data protection act.

1410.5. A late item of correspondence was circulated to Councillors at the meeting, this was left out of the meeting pack by mistake. It relates to issues at the Churchyard, grass cutting, tree pollarding and safety. There is also the old memorial garden and the Church Clock; the latter being contrary to the opinion of Revd John Smith. The Town Clerk will respond to the letter but it should be noted that many of the issues are budgetary as grounds maintenance and the tree report feature in the lead up to the budget.

1410.6. Consideration to a breach of allotment agreement by Mr. R. Oxe, 60 Shouldham Lane. This issue was regarding keeping two turkeys on the allotment without prior permission, compounded by Mr. Oxe's letter which states that one of the turkey's would be for sale. Mrs. Oxe informed the reception at the Town Hall that the letter should read NOT for sale. Nevertheless as per the agreement prior permission should have been sought.

It was agreed to give retrospective permission to allow Mr Oxe to keep 2 turkeys on his allotment. Mr Oxe is to be warned that he should keep to the terms of his allotment agreement in future.

1410.7. It was reported to the Town Hall following a visit to Tumbler Hill allotments that there were three allotments with fifteen chickens which are allowed under the allotment agreement but that there were four ducks and ten turkeys which are not allowed without prior permission. This resulted in a letter being sent to Mr. Dunkley regarding his three allotments. A copy of this letter and the subsequent two page reply was given to the Council at the meeting. The important paragraph is the opening one which confirms the position and makes the case for their retention.

It was agreed to give retrospective permission for Mr Dunkley to keep fowl 4 ducks and 10 turkeys as part of his allotment agreement.

Mr Dunkley raised other issues in his letter to the Council.

It was agreed for the Town Clerk to respond as they relate to issues either in progress or related to budgetary restrictions and to place this late correspondence on the agenda for the December meeting for further consideration.

1410.8. A request has been received from the Breckland Christian Fellowship for the use of the Buttercross on 15th November and use of a microphone for the singer and speaker.

It was agreed to grant permission for the Breckland Christian Fellowship the use of the Buttercross and for them to be able to use a microphone on the day.

1410.9. A consultation paper has been received from the Department of Communities & Local Government: 'Communities in Control: Real People, real power: Codes of conduct for local authority members and employees.' There are 22 questions asked in this consultation paper, 12 on amendment to the current member's code of conduct and 10 on a possible introduction of a compulsory employees code of conduct.

It was agreed that the Council study these questions, but to defer comments until the December meeting in time for the 24th December deadline.

1410.10. A consultation paper has been received from the Department of Communities & Local Government for 'The making and enforcement of bylaws'. This consultation paper was circulated to Councillors in the October meeting pack.

It was agreed that the Council respond to the consultation with no comments to be made.

1410.11. A request has been received from the Wayland Agricultural Show organisers asking for suggestions and permission to hang a banner in a suitable place for their next show on the 2nd August 2009. Cllr Matthews proposed and Cllr Lister seconded to reply with suggestions of places they could hang the banner but the Council does not have any suitable areas to hang it as it is very large.

It was agreed to reply to the Wayland Agricultural Show with suggestions of where the banner could be placed as they do not have any suitable areas under their control.

1411. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS::

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1411.1 Finance & General Purposes Committee	1 st Oct 08	3 rd Dec 08	The next meeting is for the budget and all Councillors will be summoned to attend the meeting as part of the Committee. It was reported that the Council would receive a brief preview of the budget in the private session later in the meeting.
1411.2 Open Spaces & Amenities Committee	3 rd Sep 08	N.B. meeting on 19 th Nov 08 Postponed until 21 st Jan 09	The Open Spaces Committee and Recreation Ground Committee meetings planned for the 19 th November have been postponed until the new-year and re-scheduled for 21 st January 2009. Unfortunately both meetings have become a casualty of both circumstances and are subsequently workload related.
1411.3 Planning	21 st July 08		
1411.4 Recreation Ground Committee	3 rd Sept 08	N.B. Meeting on 19 th Nov 08 postponed until 21 st Jan 09	<p>There has been a further response from Proludic and a counter response from the Town Council circulated to the Council at the meeting. There is a dispute between the Council and Proludic. The Town Clerk and Deputy Town Clerk will work to resolve this dispute as a matter of urgency.</p> <p>The opening event went ahead on a wonderfully sunny day. There were over 60 children in attendance and it is safe to say they had fun. The play area was opened by the Deputy Mayor with the help of two youngsters, Claire & Ellie Bowes. The Friends of the Rec came up with an idea to plant bulbs to commemorate the day which the children thoroughly enjoyed.</p> <p>A late request has been received from the Friends of Swaffham Rec</p>

<u>Page 821</u>			<p>regarding planting bulbs on the Rec in 2009. This letter has been circulated to the Council this evening. This could be organised as part of the Pride in Breckland project.</p> <p>It was agreed to approve in principle to allow the project to be fully developed on the proviso that the Recreation Ground Committee approve the detail and oversee the project under the guidance of the Deputy Clerk.</p>
1411.5 Town Group	6 th Nov 08		<p>Councillors have been issued with copies of the four reports published to date in their collection tray at the Town Hall:</p> <ul style="list-style-type: none"> Swaffham Town Group Survey Swaffham Business Survey Socio-economic Change Report Swaffham Visitor Survey <p>Added to this were the Executive Summaries of six reports including the Survey of Young People and the Survey of People Working in Swaffham plus the four reports above.</p> <p>The project officer will be giving feedback to all the groups and volunteers on how things went at the launch. It is important to keep them in the picture. The Town Group were working to a very tight timescale. The next launch will involve a lot more reports and will have a lot more people at the next event.</p>
1411.6 Personnel Committee	14 th July 08		
1411.7 Market Committee	29 th Sep 08	26 th Jan 09	<p>The Market Committee made a decision at their meeting back in September to commit their advertising and promotional budget this year to raising the profile of the Market through the National Markets Federation. The budget will therefore be carried forward into the next financial year to pay for this expense. The aim is to attract both more traders and more customers to the Town on a Saturday for the traders to the Market. There will be an event on the 6th June that will be organised by the National Markets Federation which will be called 'Making Markets Matter'.</p>

<p>Page 822 1411.8 Youth Council</p>	<p>20th Oct 08</p>	<p>1st Dec 08</p>	<p>The Youth Council at their last meeting felt that a website was crucial for their development and have been looking at various options. At their December meeting they will be organising their office which is in the archive room as well as discussing issues such as Breckland Youth Council election which will take place in February.</p>
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1412. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1412.1 Icen Partnership (Cllrs Darby, Matthews & Lister)

No report given.

1412.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

On behalf on the Museum Cllr Butters thanked Blaines electrical for the donation of units for the Museum, they are very grateful.

1412.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

There is a brief update for trustees and members of the public related to the Charity. A recent report in the Lynn News under the column written by 'Turbine' highlighted that according to the Charity Commission website the Charity was behind with submission of their accounts and annual reports. This is despite receiving confirmation from the Charity Commission back in July that everything was up to date. The website is still as of today not up to date, this is despite further hard copies of the information being sent on 24th and received on 27th October by recorded delivery. In receiving a further reminder e-mail this morning the Town Clerk responded first of all by e-mail and then by telephone. A senior administrative officer has confirmed this afternoon that the website will be updated overnight and should show the correct information from tomorrow.

1412.4 Swaffham First School (Cllr Lister)

No report given.

1412.5 Safer Neighbourhood Area Partnership SNAP (Town Clerk)

No report given.

1412.6 Local Area Group LAG (Town Clerk)

The police are going to all the schools to find out what they want from the police, more or less attention or something completely different. Swaffham News – a heavy reduction in ASB's and criminal damage.

Keith fuller at Breckland (a former policeman) is setting up a Crime Stoppers Website for areas that are having problems. It has been found to be an effective tool – criminals do not like it such publicity. The date of next meeting in Swaffham at Assembly Rooms is 25th November at 7.30pm

The Inspector earlier in the meeting asked if a Councillor would be willing to chair the next meeting. Cllr Wickerson said that he would but unfortunately he would be but would not be available for the next one.

1412.7 Swaffham Town Estate (Cllrs Butters and Darby)

No report given.

1412.8 Swaffham & District Tourism Association (Cllr Wickerson)

No report given.

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1412.9 Crime Prevention Panel (Cllr Skinner)

No report given.

1412.10 Olive Tree Project

No report given.

1412.11 Horticultural Society (Cllr Lister)

No report given.

1412.12 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

No report given.

1412.13 Garden Science Trust (Cllr Darby)

No report given.

1412.14 Health Forum (Cllr Wade)

No report given.

1412.15 Breckland CCTV Group (Town Clerk) Cllr Darby?

There has not been a meeting recently; this may be because of the issue of Unitary, it may be that Breckland are awaiting the outcome of that. Breckland has reported that the review is one of the projects they would like to push forward.

1412.16 Swaffham Community Transport (Cllr Gunner)

The current Swaffham Transport Project exists because of the pilot scheme started in 1998, and supported by Norfolk CC., Breckland and N. Norfolk District Councils. Our Hon. Citizen Pam Buxton was a valuable member of the Swaffham Transport Project and she represented the Town Council until September 2008. I was asked to represent our Town Council on this continuing project. A new and exciting development has been the PSV routes introduced this week in and around Swaffham. The Swaffham Flyer goes around the town estates and into Waitrose. Another route takes in North Pickenham, Holme Hale, another runs from Castle Acre to Swaffham. This is in addition to the very successful Dial-A-Bus scheme which to date has about 350 members, about half of whom use this service on a weekly basis to shop locally or for surgery or hospital appointment.

1412.17 Learning Partnership

No report given.

1413. BRECKLAND COUNCIL.

1413.1. Details of a Sustainable Communities Team surgery at the Assembly Rooms on Thursday 20th November has been received and circulated to Councillors. There are various training events around the district on working with young people, how to be successful with funders, parish planning, child protection, village hall & community building maintenance planning, getting started and using church buildings as a focus for community projects. Details of the Breckland Youth Council is coming soon. There will also be details of funding for Community Projects – the activity grant scheme for small grants from £50 to £500.

1413.2. E-mailed correspondence has been received and circulated to Councillors in respect of car Parking fees, interest on commuted sum, replacement barrier and planting for the Theatre Street Car Park. This issue is partially resolved, with the interest from the commuted sum of just over £5,000 being received on Friday of last week. The car parking fees will be resolved shortly. The height restriction barrier in the Theatre Street car park will be replaced on the 14th November and Serco will be planting up the area behind the barriers adjacent to the car park before the end of November.

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1413.3. An acknowledgement has been received and circulated confirming the Council participated in the Site Specific consultation process.

1413.4. A copy of permission to cordon off two car park spaces for Mr. & Mrs. Oxer to allow the lopping of a tree in a property adjacent to the car park has been received and circulated.

1413.5. Details of the new cycle parking which is located on the pavement in front of Barclays Bank has been received and circulated from the Smarter Travel Choices Officer.

1413.6. Breckland Councillor reports.

a) Cllr Sharpe report

There will be a Pride in Breckland award ceremony on the 20th March which will take place at Lynnford Hall. The event is to celebrate people that have been nominated, people whose role has been to make Breckland a special place. Nominations have to be in by the 31st January 2009.

As from the 31st December social housing allocation will have a new system in place that will replace the current points system. Choice Base Lettings will take over this new system. Properties will be allocated in bands and people will have to bid for a specific property but they must also prove that they have a local connection. Properties will be advertised in local papers and on the internet.

The Breckland Learning Enterprise can provide grants for new business, for more information contact the Economic Development department.

b) Cllr Matthews report

Breckland Council held an event with the Havebury Housing Partnership where over 30 landlords and people with 2nd homes heard how their properties could be used to help address urgent shortages of affordable housing whilst giving them a guaranteed monthly income. It will help address the need for more affordable accommodation for people with housing need whilst giving landlords the benefits of guaranteed rents and Havebury's efficient management service. Properties with between one and four bedrooms are being sought for the scheme in the five market towns and in villages with bus links.

Industrial Portfolio.

There is only one office vacant at the moment at EcoTech with no industrial premises vacant. The overall figure of the portfolio is that 95% is let at the moment.

The Sustainable Communities Team of BDC is holding a surgery for members of the community at the Assembly Rooms on Monday 17th NOVEMBER. They deal with Health, Consultation, Funding Advice, Project Development, ASBehaviour and Sports and Arts Project. A ½ hour time slot can be booked.

1414. NORFOLK COUNTY COUNCIL.

1414.1. An acknowledgement letter from Mr. Staines following the information he circulated to the Council last month regarding the restricted byway has been received.

1414.2. Confirmation of the Modification Order for the addition to the definitive map of a Public Right of Way 'Restricted Byway' No. 9 to Princes Street has been circulated to the Council.

1414.3. A request from Cllr David Butters for yellow lines on both sides of Spinners Lane at the entrance to Westacre Road has been received. It is basically to request the Town Council's assistance in raising the issue of double yellow lines in Spinners Lane on both sides of the road from the junction with Westacre Road to just past the bend. The point is

made that double yellow lines are at the other end of Spinners Lane where there is a straight road, implying that the other end is actually more dangerous. Cllr Butters proposed and Cllr Lister seconded that this issue is looked into.

It was unanimously agreed to for the Clerk to write to Norfolk County Council asking them to look at the possibility of double yellow lines on Spinners Lane at the entrance of Westacre Road. To point out to them that this road is extremely narrowed down when cars are parked they and that a fire engine would not be able to get down the road if needed.

1414.4. County Councillors report.

In the New Year, NCC are opening a new business offering employment and training to people with learning difficulties. Running as a Social firm with support from Norwich City College and social firms Eastern Region, it is set up to be a viable and self-sustaining business. It will be called 'Wholefood Planet' and will sell whole foods, fair trade, organic etc which can be bought in bulk and packed on the premises. It will offer educational visits and cookery lessons to the local community also. It is situated at Old Hall Road which is where the Cattle Market was on the Ipswich Road out of Norwich.

Cllr Matthews has been advised by the County that Oakleigh Drive in Swaffham has been granted the status of being a No Cold Calling Zone.

If anyone is interested, Cllr Matthews has a list of the County's outstanding loans as at 28th October,

1415. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1415.1 Wednesday 3rd December 2008 – Finance & G.P. Committee 7pm at the Town Hall.

1415.2 Wednesday 10th December 2008 – Full Council – 6.45pm at the Town Hall.

1415.3 Tuesday 23rd December 2008 – Town Hall Office closes at 12 noon – re-opens 8.45am Monday 5th January 2009

1416. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1416.1. A request for one-off financial contribution towards costs of re-locating structures from Days Field to Shoemakers Lane allotments for Mrs. S. Polaine-Leonard was discussed this was moved from the open part of the meeting to receive confidential information. Cllr Lister proposed not to give a contribution.

It was agreed with 7 votes for and 5 abstentions not to give a contribution to costs as Mrs Polaine-Leonard is regarded as a new allotment holder and time has now lapsed since vacating her previous allotment.

1416.2. A confidential report was given to Councillors concerning Brown & Co and the proposed sale of allotment land.

It was agreed with 1 abstention to inform Brown & Co that the Council no longer need their services.

It unanimously agreed to gather information for the next meeting with regards to the proposed sale of allotment land.

1416.3. Tenders for a website upgrade/design/development and hosting have been received and details given to Councillors.

It was unanimously agreed to upgrade the Councils website and appoint Anglia Computer Solutions to carry this out.

It was agreed that the Councils internet address to include .gov.uk. at a cost of £140 for 2 years.

1416.4. The Council gave consideration tenders for the cleaning of public toilets.

It was agreed with 10 votes for and 1 objection to accept the quote from Country Grounds Maintenance at a cost of £15015 + VAT.

1416.5. The Council gave consideration to a preview of the 2008/09 budget from the Town Clerk and in particular issues relating to staffing levels and contractors.

It was unanimously agreed that frontline staff receive an RPI increase and contracted incremental rises to salaries in the year of 2009/2010.

It was agreed that the overtime budget is maintained at the current level + RPI increase which would be a total of £7274 including the employer's national insurance contribution.

It was noted that Cllr Sharpe was uncomfortable with anyone associated with the Town Group voting on this issue.

It was agreed with 9 votes for and 2 abstentions to extend the 'Project Grant Support Officer' post for 3 months to 30th June 2009.

It was agreed that the cost of extending the 'Project Grant Support Officer' post to be taken from the match funding budget.

1416.6. A report was given from the Town Clerk in respect of Mr. D. Bird planting a tree on Campingland.

It was agreed for further advice be taken and brought to the next meeting for discussion.

TOPICS FROM THE PUBLIC SESSION

Public Toilets – The toilets are used more this time of year due to the Thursford buses coming through, there was rubbish on the floor and had no toilet paper recently.

Minutes of October – Open Spaces committee looking at a policy for keeping animals on the allotments. It was suggested that they look at keeping a log of all holders that keep chickens, turkeys etc.