

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 10th June 2009 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr D. Harman

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

Town Clerk: - Mr R. Bishop
Deputy Town Clerk: - Mrs M. Meyrick
Norfolk Constabulary: - Sgt Dave George

Public: - 3

1507. APOLOGIES & REASONS FOR ABSENCE.

- 1507.1. Cllr Sharpe (holiday).
- 1507.2. Cllr Wickerson (work commitments).
- 1507.3. County Councillor Ann Steward

1508. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 1508.1. Cllr Darby declared a personal interest on items 1514.5 as he is a member of SCALGA, 1514.7 and 1515.12 as he is an allotment holder.
- 1508.2. Cllr Butters declared an interest on anything to do with the Museum.
- 1508.3. Cllr Gunner declared an interest on anything to do with the Museum.
- 1508.4. Cllr Sherwood declared a personal interest on items 1514.5, 1514.7, 1515.12 as he is an allotment holder and 12.4 as he is Chairman of the Licensing Committee at Breckland.
- 1508.5. Cllr Jennison declared a personal interest on item 1517.7 as she lives next to Tumbler Hill allotment site.
- 1508.6. Cllr Lister declared a prejudicial interest on item 1521.3 as the applicant is her son.

1509. POLICE REPORT

1509.1. A letter has been received from Inspector Porter confirming the crime figures for April and advises the date of the next SNAP meeting will be on the 16th June in the Assembly Rooms.

It was agreed for Cllr Matthews to Chair the next SNAP meeting in the absence of Cllr Wickerson.

1509.2. A verbal report was given from Sgt George on police matters for the past month. Since the 9th May up until today there have been 42 reported crimes. Three were burglaries which the police are taking action. Thirteen are for criminal damage; the police are planning a multi-agency coup to deal with anti-social behaviour contracts in the next 2 weeks. There has been 1 theft from motor vehicle and 14 thefts overall.

1509.3. The individual who was responsible for the stolen number plates reported to the Council the month before last is being dealt with.

1509.4. Local officers will be using speed guns and there will be more checks in the town because of complaints received.

PUBLIC SESSION – THERE WERE NO QUESTIONS ASKED.

1510. MAYOR’S REPORT

1510.1. Civic events attended by the Mayor.

17 th May	New King’s Lynn Mayor’s Civic Service & Reception
20 th May	Formal reception – RAF Marham
2 nd June	Funeral at Mintlyn of Basil Marjoram ex Town Councillor & Mayor –

Page 897	Accompanied by Deputy Mayor Cllr Sherwood
5 th June	King's Lynn Samaritans AGM and part at Stow Bardolph
6 th June	Opened special Making Markets Matter event hosted by the National Market Traders Federation at our Saturday Market
6 th June	Bbq at RAF Mildenhall, hosted by the New Vice Commander of the 3 rd Air Force, USAF, Europe

1510.2. Urgent reports at the Mayor's discretion.
There were no urgent reports.

1511. MINUTES

1511.1. The Minutes of Wednesday 13th May 2009 were agreed by the Council and signed as a true record by the Chairman.

1512. REPORT FROM THE TOWN HALL

1512.1. Report on non-domestic rates bills received for a car park adjacent to Market Place. This issue was quite a shock to the Town Clerk; two weeks ago receiving non-domestic rates bills for 2009/10 and the preceding four years totalling £13,026.80 for a car park adjacent to the Market Place. On enquiring about this with Breckland Council it appears that the area adjacent to the former Woolworth's building was the car park in question. The Clerk has informed Breckland that the Town Council do not own any car parks in the Town Centre. It appears that they had previously tried to charge the County Council and they in turn referred them back to the Town Council. The Town Centre regeneration work was carried out by Norfolk County Council only a few years back, so this memory lapse was questionable. The current position is that the account has been put on hold; needless to say a request for a full credit has been made to Breckland Council. Questions were raised by Councillors on this and who paid Theatre Street car park rates and the answer is Breckland Council.

1512.2. Report from the Larger Councils meeting attended at Attleborough on 9th June. This event was attended by the Mayor and the Town Clerk yesterday morning. There were presentations on changes to employment law by Terry Wilshin an HR advisor the Council have used in the past. The changes centred on continued employment beyond the retirement age, use of temps either from an agency or on fixed term contracts and finally changes to the statutory procedures for discipline and grievances. Attleborough and Aylsham Town Clerks gave an update on their public toilets; this included a visit to Attleborough toilets. Finally there was a short presentation on the Attleborough Town Archive; the event was very informative and worthwhile attending. There was information that will help the current review of public toilets here in Swaffham and allowed discussion for a possible training event for staff and Councillors. This would be for the Personnel Committee relating to employment law in conjunction with Downham Market Town Council, which will be set up later this year. Cllr Butters offered an invitation to the Attleborough Town Archive to come to Swaffham and visit the Museum's archive.

1512.3. Report re-meeting on 3rd June with volunteers in relation to newsletter delivery. A positive meeting was hosted by the Clerk and newsletter co-ordinator Peter Harris. A short presentation was given to explain how the Council has arrived at this point and forms were handed around to ask the volunteers to sign up to monthly deliveries instead of quarterly deliveries. Those volunteers that were not present will be circulated with the same details and given the same opportunity of signing up the monthly deliveries. The situation will be widely advertised in the July edition of In-Touch which will be the last in this format before the September launch of the new monthly Swaffham newsletter. It is envisaged that there will need to be some volunteer recruitment and hopefully some Councillors might help us to fill in this void. A form has been circulated to all Councillors asking them to pledge their assistance.

1512.4. Report on other on-going business.

a) There was a disappointing turn out for the annual training evening on 1st June, with just four Councillors attending. The training was carried out by the Clerk and Deputy Clerk, with both of the

remaining office staff participating in the training workshops. Notes from the evening will be circulated in due course.

b) Breckland Council 'Customer Service Centre' will be open on four mornings each week from Monday 29th June, the same days that the Town Council office is open. This will be on a six month trial period. Age Concern with revert back to using the smaller officer on a Friday morning. This will slightly increase the revenue received for the offices.

1513. PLANNING/DEVELOPMENT CONTROL:

1513.1. Notification of Decisions/Information from Breckland Council:-
There have been no notifications of decisions received this month.

1513.2. Planning applications:-

<p>a) 3PL/2009/0421/F Demolish single garage & replace with double garage. 9 Beech Close. Mr. R. Anscombe NO OBJECTION</p>	
--	--

1513.3. Late applications received at the Mayor's discretion.
There are no late applications to consider.

1513.4. Planning correspondence, or notifications of planning enforcement & TPO's.
There is no planning correspondence, notifications of planning enforcement or TPO's.

1514. FINANCE:

1514.1. Accounts for Payments for June 2009.

A preliminary list of payments has been circulated prior to the meeting; this has been superseded by an updated list circulated at the meeting.

The accounts for June were agreed for payment.

Cllr Sherwood requested that the issue of electric and gas bills is placed on the next agenda. This is to discuss the idea of an informal buying group that might be able to reduce the bills by 30%. The Council could consider liaising with other Town Councils.

It was agreed to place the idea of an informal buying group for electric and gas on the next Full Council agenda.

1514.2. Report from the Town Clerk and consider credit notes issued by British Gas for electricity supply to the public toilets. The position is now resolved with credit notes totalling £2,579.71 being issued by British Gas dating back to 1st January 2008. This has changed a £1,752.09 charge to a credit balance of £827.62. The £1,752.09 was an approved payment on your May accounts listing, this has now been amended accordingly.

1514.3. Request from KLARS for further use of offices at the Town Hall.

The Town Council at the end of June will complete a full year of supporting the KLARS drop-ins for migrant workers located in the town. On two previous occasions the Council has agreed to two six month Section 137 grants covering the cost of renting the two offices for a period of two hours each week between 5pm and 7pm every Tuesday. This has been a cash/in-kind contribution that has helped KLARS achieve short-term grant funding to cover the cost of the two interpreters in attendance. It is understood that KLARS is awaiting a grant bid to cover staff costs from July to November. There is an interview planned with a grant funder this week to discuss funding for the next two years but this will take time to put a bid together. Details of the number and type of visits to the drop-in have been circulated to the Council at the meeting. Cllr Sherwood proposed to give a section 137 to cover room hire up until the end of December 2009. There followed further discussion whereby Cllr Sherwood withdrew his proposal. Cllr Wade proposed and Cllr Baker

seconded to give a Section 137 grant to cover the nine month period through to the end of this financial year 31st March 2010 and for KLARS to resolve their longer term future.

It was agreed with 10 votes for to give a Section 137 grant to KLARS to cover room hire to the 31st March 2010. It was also agreed to request that KLARS resolve their longer term future prior to the Council's budget debate in December 2009. This is not for financial reasons, as this is a cash-in-kind contribution, but to show balance and fairness toward other similar requests from charities or community groups also seeking free accommodation.

1514.4. Request for a further litter bin on Campinglands from Mrs Edwards.

The request from Mrs Edwards acknowledges the fact that there are two other litter bins situated on the Campinglands at the present time. Mrs Edwards has also requested that Breckland Council empty the existing bins more frequently.

It was agreed that the Town Council request Breckland Council to empty the existing bins at the same frequency as those in the Town Centre, to monitor the situation over the next three months and if there has been no further improvement then give consideration to a further bin.

1514.5. Request from SCALGA to site an 'Allotment Hut' on the car park area of the Shouldham Lane/Shoemakers Lane allotments. SCALGA have the opportunity of acquiring a mobile classroom from a disposal company. They would like to place this building which is 20' x 40' on the new car parking area of the Shouldham Lane/Shoemakers Lane allotments, to be used as a meeting/function room. The Town Clerk has requested various information and assurances, these are summarised as follows:-

- The initial contact from SCALGA indicated that planning permission would not be required for such a structure. Confirmation of this information was requested in writing, to date this has not been supplied by SCALGA.
- SCALGA feel the car park is big enough to accommodate parking and a mobile classroom.
- SCALGA would insure the structure.
- SCALGA would maintain the structure.
- SCALGA would manage the structure.
- SCALGA would not consider services such as water or electricity necessary at present. If however, this situation changed the cost of supply and maintenance would be at SCALGA's expense.

SCALGA are looking at gaining the Town Council's approval in principle. However, in supplying the above information, notwithstanding the planning permission issue which is unresolved, this raises the following issues:-

- The need for a formal lease agreement at a peppercorn rent which will detail all the above mentioned commitments/responsibilities that SCALGA would be taking on. Included in this agreement would be the responsibility of removing the hut should it no longer be required.
- The possibility of non-domestic rates being charged for a meeting/function room, with its mandatory 80% discount for community groups and the possibility of needing to meet the 20% charge.
- The possibility of falling foul of the antiquated allotment law in respect of change of use. The car parking areas have been put in place on the understanding that they can be taken back as allotments if the need arises. The situation will need to be clarified by the Secretary of State or Government Office East, as to whether a further Section 8 declassification would be required for a meeting/function room.

Cllr Wade proposed and Cllr Gunner seconded to agree in principle to this idea and that a draft lease is prepared which will then be debated by the Finance Committee.

It was agreed in principle with 6 votes for, 1 against and 3 abstentions to the idea of a meeting/function room to be located on the car park at the Shouldham Lane/Shoemakers Lane allotments. This would be subject to written confirmation of planning permission or exemption being received and clarification from either the Secretary of State or Government Office East regarding declassification.

It was also agreed by 6 votes for, 1 against and 3 abstentions that the non-domestic rates issue is included with all the other commitments or responsibilities listed above and the Town Clerk be instructed to prepare a draft lease. The detail of this lease can be debated by the Finance Committee if time allows and approved by full Council.

1514.6. Request from Icen House Residential Home – for sponsorship of an event on 12th June ‘action against elder abuse day’. Cllr Sherwood proposed and Cllr Gunner seconded to give a grant of £50.

It was agreed with 6 votes for and 5 against to give a grant of £50 to the Icen House Residential Home for their event on the 12th June.

1514.7. Report from the Town Clerk in relation to making a small number of allotments available for charitable use. The Town Clerk met with Don Saunders on Monday to discuss this proposal. This request is for two allotments to be given free of charge for charitable use (2 @ £33.60) at the Tumbler Hill site which currently has 14 vacancies. The idea would be for four local groups or charities to have use of half an allotment each to use as an allotment. The four groups are yet to be confirmed but likely to be ‘Family Action’ from the Well Family (formerly FWA), MIND, Garden Science Trust and the Scouts. Cllr Matthews proposed and Cllr Skinner seconded to agree in principle to allowing the four organisations to have two allotments free of charge.

It was agreed with 8 votes for and 2 abstentions to allow the organisations to have two free allotments on Tumbler Hill subject to the four organisations being confirmed and a draft agreement being drawn up to the satisfaction of all parties concerned.

1515. GENERAL CORRESPONDENCE:

1515.1. A copy of the press obituary and a letters of condolence from the Town Council and Cllr Shirley Matthews were circulated to the Council.

1515.2. A copy of a letter to the Rotary Club has been circulated to the Council following the discussion regarding the notice board adjacent to the Assembly Rooms at the last meeting. To date the additional keys have not yet been returned.

1515.3. The ‘Spring’ edition of ‘The Playing Field’ newsletter from the Norfolk Playing Field Association has been circulated for information.

1515.4. A letter of thanks from Mr & Mrs Mash was received following the Mayor’s reception.

1515.5. A standard request for a Charity Stall for the Air Cadets has been granted for the 27th June by the Town Clerk and Market Superintendent.

1515.6. The summary report of the Quality Parishes Network day held on 15th May at County Hall (attended by Cllrs Shirley Matthews and David Harman, also the Town Clerk) was circulated to Councillors. The report details issues that were discussed at this event including the Local Government Review, Norfolk County Council’s Highway & Community Rangers, Asset Transfer, the benefits of Quality Status and items for future discussion.

1515.7. Correspondence with Mr. I. Clews regarding the increase in Precept for 2009/10 was circulated to Councillors. The query was why 18.3% increase in the Town Council’s element of the Council Tax. The Town Clerk has sent Mr. Clews a copy of the budget, budget report and the latest newsletter, he has also referred him to the new web site and stated he would answer any queries that may arise after he has read through the information.

1515.8. A promotional circular letter regarding 'The Forum – for all the community' was circulated to Councillors. This circular informed the Council that the facilities at the Forum are offered at generous hire rates for not for profit organisations and special rates for spaces hired outside core public hours. The Forum is also affordable for communities, groups and companies of all sizes. Contact number is 01603 727950 or e-mail info@theforumnorwich.co.uk

1515.9. Late correspondence for information only.

There was one e-mail that should have been included in the pack from the Children's Centre who requested permission to use Campinglands on Tuesday 23rd June as a child safety & wellbeing event. The Town Clerk granted permission on the proviso that they clear away litter and repair any damage.

1515.10. Correspondence with Mr Ivan Bubbear regarding the management of managing the public toilets was circulated to Councillors. Mr Bubbear summarised a potted history of decisions taken by the Town Council in respect of the public toilets. He was critical in relation to the lack of a management policy in the period March 2006 to September 2007. He suggests this is a serious failure to apply "due diligence and best value", he also suggests that he has concerns regarding other Council matters. The Town Clerk has responded on behalf of the Council requesting information relating to Mr Bubbear's perception of what has or hasn't happened. Cllr Sherwood proposed for the Town Clerk to respond to Mr Bubbear and invite him to a meeting.

It was agreed with 9 votes for and 1 against for the Town Clerk to respond to Mr Bubbear in a concise manner and invite him to a meeting with the Mayor and the Town Clerk to discuss the issues he has raised.

1515.11. A planning conference has been arranged by CPRE/NALC on 18th June 2009 at the Assembly Rooms, Swaffham. Any Councillors wishing to attend this conference are to inform the Clerk as soon as possible as the booking needs to be made for the 18th June. Cllr Butters and Cllr Harman indicated that they would attend this event.

1515.12. Correspondence with Mr J.M. Oliveira regarding a structure being constructed on his allotment has been circulated to Councillors. A letter and photographs showing the structure have been circulated to the Council, there has been no response from Mr Oliveira. The Assistant Town Clerk is due to carry out allotment inspections next week.

It was agreed with 2 abstentions that failing no response and/or further work being carried out on the construction, that Mr Oliveira be put under notice and the Council take back the allotment under vacant possession.

1515.13. E-mailed correspondence with Mrs J. Anscombe regarding rabbits at the Baptist Churchyard (and Campingland) was circulated to Councillors. This correspondence is very recent and a response from the Roman Catholic Church is awaited. The issue for the Council to consider is whether they would like the rabbits to be dealt with under the Pest Control budget for Campingland and the Churchyard? Cllr Sherwood proposed for the Clerk to investigate and to use the pest control budget to deal with any problems around the town.

It was agreed with 8 votes for and 2 abstentions for the Town Clerk to investigate the problem and to use the pest control budget as necessary.

1515.14. A request has been received from Andrew Rees from the 'Fountain of Life' for dates in June and July for attendance on the Saturday Market. The Council need to consider two things, first of all in relation to this specific request, do the Council agree to allowing two further dates for a charity space at the Market for the 'Fountain of Life' – one in June and one in July? There would be no use of a PA system and no preaching.

Secondly could the Council set a policy for frequent requests, by considering limiting the number of requests in a calendar year? This would act as a guide to the Town Clerk and Market Superintendent.

Cllr Sherwood proposed and Cllr Lister seconded that any one organisation to come to the market no more than 4 times per calendar year and only 1 time per quarter.

It was agreed with 6 votes for and 3 against to have a policy that any one organisation would be permitted to come to the market no more than 4 times in a calendar year and only 1 time per quarter free of charge.

1515.15. A request has been received to pass on details of tethered ponies on the A47/A1065 junction. This information has already been passed on to Breckland Council and to Norfolk County Council Highways. It was reported that a Councillor witnessed an incident concerning the ponies and will be reporting this to the police.

1515.16. An invitation has been received from Sarita Presland, Parish Liaison Officer Norfolk Association of Local Councils to attend a drop-in event at the George Hotel Swaffham, 10am – 12noon on Friday 12th June 2009. Any Councillors wishing to attend this drop-in event should inform the Town Clerk as soon as possible, as notification is preferred by the Norfolk Association of Local Councils.

1515.17. Correspondence with Age Concern regarding emergency evacuation of the Assembly Rooms and hatched markings in the Shambles has been circulated to Councillors. They have requested a “yellow box” with hatch markings to be laid immediately outside the door, which they understand would not guarantee availability of the space, but would be sufficient to meet their concerns. They are aware of the uncertainties regarding the ownership of the Shambles but they believe the safety of their members should take precedence. There followed a discussion and it was generally thought that as Icenis are the leaseholders of the building they would have carried out an assessment to hire the building out to the public. The Council would need to receive information from the Fire Officer before an answer is given on this issue.

It was agreed that more information is required before a decision is made and the Town Clerk was instructed to meet with Peter Harris to discuss this request further.

1516. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS:

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1516.1 Finance & General Purposes Committee	29 th April 09	28 th July 09	
1516.2 Open Spaces & Amenities Committee	1 st April 09	14 th July 09	
1516.3 Planning	5 th Feb 09		
1516.4 Recreation Ground Committee	25 th Feb 09	14 th July 09	The Oasis Centre has requested to use the Rec on the 19 th July for a church service. It was agreed for the Oasis Centre to use the Recreation Ground on the 19th July for a Church Service.
1516.5 Town Group	28 th May 09	30 th Jun 09	a)Correspondence relating to the ‘Advance Swaffham’ bid to Breckland Council for match funding was circulated to Councillors. There will be further information released as soon as this is finalised going through the various committees or groups at Breckland.

			<p>b) Consideration of the job description and person specification for the Project Officer. It was agreed to accept the Job description and specification for the Project Officer.</p> <p>c) The draft terms of reference for the Town Group Partnership Committee has been to Icen Directors, who have made comments, similarly the Town Group have made comments and the draft has been amended accordingly. The draft document was presented to the Town Council for their approval. It was agreed to accept the Terms of Reference for the Town Group Partnership Committee.</p> <p>d) The draft terms of reference for the Town Group – Working Groups has been to Icen Directors, who have made comments, similarly the Town Group have made comments and the draft has been amended accordingly. The draft document was presented to the Town Council for their approval. It was agreed to accept the Terms of Reference for the Town Group Working Groups.</p> <p>N.B. Both (c) and (d) when agreed would form part of Standing Orders.</p>
<p>1516.6 Personnel Committee</p>	<p>11th May 09</p>		
<p>1516.7 Market Committee</p>	<p>30th Mar 09</p>	<p>29th Jun 09</p>	<p>a)Next meeting is the Annual Traders meeting on the 29th June.</p> <p>b) A copy of the letter to McDonalds has been circulated to the Council a response is awaited. It was agreed for a follow letter is sent to McDonalds requesting a response.</p> <p>c) Last Saturday the Making Market Matters team came to Swaffham to promote the Market. There was an article in the Lynn News last Friday and a follow up is being done. The EDP also did an article in the Watton & Swaffham Times today which gives the market free advertising. The MMM team thought the event went very well and everyone seems positive about the market.</p>

Page 904			d) The Italian Market visited Swaffham again and this proved to be a great success for them. We had members of the public come into the office to say how wonderful it was and to thank the Town Council for organising it.
1516.8 Youth Council	11 th May 09	22 nd June 09	<p>a)The next meeting will be the AGM on the 22nd June. The Mayor and Town Clerk have been invited to attend. Councillors have been promoting the AGM in their respective schools to encourage new members.</p> <p>b)The Youth Council attended a training session here in the Town Hall on the 2nd May which proved to be successful.</p> <p>c)Now they have a logo they are going to be deciding on their letterhead design at their next meeting and ID cards.</p> <p>d)Their ongoing issues are bus travel for young people, positive promotion of young people and not forgetting the Rock Night, promotion of this has started.</p>

1517. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

- 1517.1. Icen Partnership (Cllrs Darby, Matthews & Lister)
- 1517.2. Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)
- 1517.3. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)
- 1517.4. Swaffham First School (Cllr Lister)
- 1517.5. Safer Neighbourhood Area Partnership SNAP (Cllr David Wickerson)
- 1517.6. Local Area Group LAG (Cllr Shirley Matthews)
- 1517.7. Swaffham Town Estate (Cllrs Butters and Darby)
- 1517.8. Swaffham & District Tourism Association (Cllr Wickerson)
- 1517.9. Crime Prevention Panel (Cllr Skinner)
- 1517.10. Olive Tree Project (Cllr Skinner)
- 1517.11. Horticultural Society (Cllr Lister)
- 1517.12. Swimming Pool association (Cllr Wade) Cllr Gunner as substitute
- 1517.13. Garden Science Trust (Cllr Darby)
- 1517.14. Health Forum (Cllr Wade)
- 1517.15. Breckland CCTV Group (Town Clerk)
- 1517.16. Swaffham Community Transport (Cllr Gunner)
- 1517.17. Learning Partnership
- 1517.18. Norfolk Association of Local Councils (Cllr Matthews)

There were no reports from representatives of Outside Bodies.

1518. BRECKLAND COUNCIL.

1518.1. Circular letter and Section 106 Newsletter April 2009. This newsletter is circulated within the Breckland District parishes and towns to keep them informed of progress relating to developments which have legal agreements in the form of section 106 contributions attached.

1518.2. A copy of the reply to Chief Executive from Assistant Chief Constable regarding fixed penalty notices and car parking in town centres has been circulated to Councillors. This was an issue that came out of the Chief Executives meeting with the Breckland Town Clerks.

1518.3. The Museum bid for start up costs for the TIC bid has been acknowledged, it has subsequently been confirmed that a decision will be made in early August.

1518.4. Correspondence with Lindy Warmer regarding a 'Jobs Fair' in Swaffham has been circulated to Councillors. Breckland are looking to hold a job fair at the end of July or early August.

1518.5. Details of 'The Big Lunch', a national programme on 19th July and an opportunity to win £500 for a community project have been circulated to Councillors have been circulated to Councillors. Further information is on www.thebiglunch.com or telephone Community Development Officer Cat Lang on 01362 656870.

1518.6. The Core Strategy DPD Examination & Development Control Policies and the inspector's revised schedule of matters, the hearing session programme and draft list of attendees has been received. This information is mainly for information only as the Council have missed the opportunity of speaking at the hearing, prior notice had to be given.

1518.7. Confirmation has been received of a £200 Pride of Breckland Grant has been awarded to the Town Council. The Swaffham in Bloom competition is in the progress of being put together, as there were a number of actions agreed previously by the Open Spaces Committee. A signed form has been returned to Breckland Council.

Cllr Sherwood left the meeting while this issue was being discussed as he is Chairman of the Licensing Committee for Breckland.

1518.8. Application for the grant of a premises licence at Iceland, 77 – 81 Market Place has been received. Representations are to be made in writing to Breckland Council as the Licensing Authority by 24th June 2009.

Cllr Sherwood rejoined the meeting from this point onwards.

1518.9. Details of training events for child protection, basic first aid, introduction to working with young people, is it legal, creative consultation and basic food hygiene has been received. Any Councillors interested in attending any of these training events to let the Town Clerk know as soon as possible to enable bookings to be made.

1518.10. Details of the Sustainable Communities Team FREE surgeries has been received. There are free surgeries at various locations around the district. On 15th October the surgery is at the Assembly Rooms in Swaffham.

1518.11. Breckland Councillor reports.

There was LSP meeting yesterday – There is £100,000 available to spend on health and well being in the district.

It was decided by the 3 Breckland Councillors that they will take it in turns who does the report on a monthly basis.

1519. NORFOLK COUNTY COUNCIL.

1519.1. There was no late County Council correspondence to consider.

1519.2. County Councillors report.

Following the County Council elections on 4th June 2009 Cllr Ann Steward was elected as the new County Councillor.

Cllr Gunner left the meeting at this point

1520. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

- 1520.1 Monday 29th June 2009 – **Market Committee** – 7.00pm at the Town Hall
- 1520.2 Wednesday 8th July 2009 – **Full Council** – 6.45pm at the Town Hall.
- 1520.3 Monday 13th July 2009 – **Youth Council** – 6.30pm at the Town Hall.
- 1520.4 Tuesday 14th July 2009 – **Open Spaces Committee** – 6.30pm at the Town Hall.
- 1520.5 Tuesday 14th July 2009 – **Recreation Ground Committee** – 6.30pm at the Town Hall.
- 1520.6 Monday 27th July 2009 – **Relief in Need** – 7pm at the Town Hall.
- 1520.7 Wednesday 29th July 2009 – **Finance & G.P. Committee** – 7.00pm at the Town Hall.

1521. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1521.1. The Town Clerk produced a confidential report to each Councillor relating to the proposed sale of allotment land.

It was agreed to set a meeting for Tuesday 30th June to discuss the report in more detail.

1521.2. A discussion took place regarding County and District Councillors participation at a meeting who are not Town Councillors. Cllr Sherwood proposed and Cllr Jennison seconded that county and district Councillors should be able to speak at the beginning of the meeting.

It was agreed with 8 votes for and 1 abstention for the County and District Councillors who are not Town Councillors to take part in an earlier part of the agenda. It was also agreed for space to be made for them at the meeting table and for the Standing Orders to be amended to reflect this decision.

Cllr Lister left the meeting before this item was discussed.

1521.3. A late item was discussed in relation to the Farmers Markets stalls that are owned by the Town Council. Cllr Wade proposed not to sell any of the stalls until it is decided whether or not another Farmers Market is to re-established.

It was agreed with 7 votes for and 1 abstention not to sell any of the Farmers Market stalls until the Council has decided whether or not to re-establish a Farmers Market in Swaffham.

Meeting Closed at 8.49p.m.

Chairman