

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 9<sup>th</sup> September 2009 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr D. Harman

Councillors: - Mr D. Butters, Mr P. Darby, Mrs T Jennison,  
Mrs S Lister, Mrs S. Matthews, Mr F. Sharpe, Mrs J. Skinner,  
Mrs P. Wade, Mr D. Wickerson.

Town Clerk: - Mr R. Bishop  
Deputy Town Clerk: - Mrs M. Meyrick  
Receptionist/Admin:- Mrs K. Furnass

Norfolk County Council:- Cllr Ann Steward

Public: - 14

**1547. APOLOGIES & REASONS FOR ABSENCE.**

- 1547.1. Cllr Sherwood – Work commitments.
- 1547.2. Cllr Baker – Work commitments.
- 1547.3. Cllr Gunner – Long standing family commitments.

**1548. DECLARATIONS OF INTEREST**

- 1548.1. Cllr Butters declared a personal interest on 1528.5 as one of the participants is a family member.
- 1548.2. Cllr Steward declared a personal interest on item 1547.5 as she is a Cabinet Member at Breckland Council.

THE MEETING WAS ADJOURNED AT 6.47p.m. for the public session.  
THE MEETING RECONVENED AT 7.03p.m.

**1549. REPORTS: police, principal authority etc**

**1549.1. POLICE REPORT**

There was not a police representative present at the meeting but a copy of the crime statistics for the months of June and July were circulated to Councillors for information.

1549.2. It was reported that there was disappointment that there was not a police presence at the meeting. People are very upset that the SNAP meetings no longer occurring and in their place are Street Briefings. There is a general fear that people do not want to approach the police at street briefings in fear of being seen. Going to the Assembly Rooms where the SNAP meetings took place gave a secure environment with a multi-agency approach, Street Briefings are only one agency. The decision to stop the SNAP meetings was only announced at the last one which was attended by Sgt George where he distributed a list of dates for the Street Briefings. Following this discussion Cllr Wickerson proposed and Cllr Matthews seconded to pass on these comments to Inspector Porter.

**It was agreed for the Town Clerk to write to Inspector Porter detailing the concern of the Council following the demise of the SNAP meetings, showing the importance of the opportunity the public have in reporting and discussing areas of concern in a secure environment.**

**1549.3. COUNTY COUNCILLOR report from Cllr Ann Steward.**

This was Cllr Steward's first meeting of Swaffham Town Council and has given her an opportunity to observe the process the Town Council goes through and how it operates. She is a Councillor at

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Breckland and it would be fair to say that it is very much at the moment seeing how County operates and the challenges that will be faced. At County the budgets are being looked at, there is a government big black hole that will affect us all in many different ways. Very much on the agenda is to look how County can work with other Councils to share services as well as opportunities. For the next meeting Cllr Steward would like to bring a lot of information for the Council. The Council as well as the public were invited to let Cllr Steward know what they would like to see in the reports she will be giving. There could be a possibility of a monthly surgery if this is what the public wants. Cllr Steward lives at Hillborough and has worked in the town so is very familiar with it, this first meeting has enabled her to introduce herself to everyone. There was a question raised regarding school transport and the length of time children are on these buses. Cllr Steward invited the member of the Council to get in contact with her and she would be happy to look into it. At County each Councillor is given committees, she is on the planning, transportation and waste committee. They are currently looking at the way policies are working for each committee. At the next meeting Cllr Steward will give a brief report on how the committees work.

### **1549.4. BRECKLAND COUNCILLOR**

Cllr Sharpe report

On the 7<sup>th</sup> October Breckland are providing a free training day at Attleborough. This will be on basic legal issues and it is called 'Is it legal'. There will be a free lunch and refreshments provided and are carried out by Community Matters. There is an art development team organising events during the October half term. There will be an event in Swaffham library by Nigerian/British community artist for the family. The artist will show and talk about her work as well as other African artists before everyone will be invited to take part in drawing.

Cllr Matthews report

The Local Development Framework is on the agenda. There has been a lot of work over many months about planning in the district to the year 2021. There will be a report from the Inspectors at the end of the month and then a public consultation will take place. Pride in Breckland will give out grants of £250 for any projects that will help the pride in our community. Government has announced an additional 2000 new council houses will be available and it is wondered what affect this number will have on the number of houses in the LDF plan.

Cllr Steward reported that the RSS are coming out with another consultation for Norfolk for housing infrastructure etc.

### **1550. MAYOR'S REPORT**

1550.1. Civic events attended by the Mayor.

16 <sup>th</sup> July	Opened Swaffham Well-Being Fayre
20 <sup>th</sup> July	NALC Training event on social inclusion and diversification
23 <sup>rd</sup> July	Opened Iceland's new Swaffham store
23 <sup>rd</sup> July	RAF Marham's Friends and Families Day
25 <sup>th</sup> July	Presented prizes at Swaffham & District Horticultural Society Show
7 <sup>th</sup> August	Opened Icen House Care and Nursing Home
20 <sup>th</sup> August	New Breckland Council Chairman's Reception
9 <sup>th</sup> September	USAF Mildenhall: New Commanding Officers Assumption of Command Ceremony

1550.2. Urgent reports at the Mayor's discretion.

There were no urgent reports.

### **1551. MINUTES**

1551.1. The Minutes of Wednesday 5<sup>th</sup> August 2009 amendment – page 909, item 1526, it should recorded that Cllr Darby had given his apologies for non attendance at the meeting, subject to this amendment the minutes were agreed by the Council and signed as a true record by the Chairman.

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1551.2. The Minutes of Wednesday 9<sup>th</sup> July 2009 were agreed by the Council and signed as a true record by the Chairman.

**1552. REPORT FROM THE TOWN HALL**

1552.1. The Swaffham Newsletter has been launched and the feedback so far has been very positive. There was a delay with deliveries due to problems with printing machinery breaking down at the printers. The next deadline which is the 12<sup>th</sup> of each month is coming up very fast which is at the end of this week. The Editor Elaine Bird has stated that the take up of advertising is not yet up to what it needs to be to sustain the newsletters, so any encouragement the Council can give to potential advertisers would be appreciated.

1552.2. Mayor's Chain - Over the past three weeks Vaughton's have carried out repairs and additions to the Mayoral Chain, as there was no room left to put any further names. The cost has been covered out of a sundry budget.

1552.3. Staff appraisals – These have been completed with the exception of the Town Clerk. A Personnel Committee meeting will be arranged in the next month to receive a report from the Town Clerk and to carry out his appraisal.

1552.4. Charity Allotments - The Town Clerk has drafted an agreement for the four charitable organisations using the two allotments on Tumbler Hill. He or the Deputy Town Clerk has attended four steering group meetings guiding them through the early stages of their project.

1552.5. Churchyard - There have been issues regarding the discovery of a large number of needles found in the Churchyard and contractors have been carrying out work in order to improve visibility through certain areas. The responsibility for removal of drug paraphernalia lies with the Town Council as managers of this closed churchyard.

1552.6. Audit – An internal audit has been carried out and all details have been supplied to the external auditors Mazaars by the required date of 14<sup>th</sup> August.

1552.7. Litter bins, dog bins & seats - The Council's contractor Peter Garner has been instructed to install various litter bins, dog bins and seats around the town which have all been agreed by the Council. The necessary licences are place and we await installation in the coming weeks.

1552.8. KLARS - The Town Clerk has had a meeting with Louise from KLARS regarding funding initiatives and future sustainability of the KLARS service provided at the Town Hall. This will be followed up by a written report in time for the budget in December.

**1553. PLANNING/DEVELOPMENT CONTROL:**

1553.1. Notification of Decisions/Information from Breckland Council:-

<b>3PL/2009/0493/F Planning permission granted</b> for two storey extension, orangery link conservatory & kitchen conservatory to front with demolition of kitchen extension. Vine Cottage, pleasant Row. Mr. I Swadling.	<b>3PL/2007/1436/H Planning permission/ Outline Planning Permission granted</b> for full application for 143 dwellings, access & associated work & outline for residential development & associated works. Land to the East of Brandon Road. Gladedale (Anglia) Ltd.
<b>3PL/2009/0523/F Application withdrawn</b> for the proposed replacement of 4 & 5 bed houses with 2, 3 bed houses & 1, 3 bed bungalow. Mr. I. Jessett, Walnut Farm Development.	<b>3PL/2009/0515/F Planning permission granted</b> for erection of single storey side extension. 124 Southlands. Mr. & Mrs. M. Robinson.

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<b>3PL/2009/0603/F Planning permission</b> for first floor extension over front of dwelling, with pitched roof over rear ground floor. Mr. R. Tooley, 54A Southlands.	<b>3PL/2009/054/F Planning permission granted</b> for proposed extension within existing internal courtyard. Healthcare Homes Ltd, Meadow House Nursing Home, Norwich Road.

1553.2. Planning applications:-

<b>a) 3PL/2009/0753/F</b> Removal of attached flat roof garage and erection of free standing steel garage to rear of property (retrospective). Mr. Danny Wheatley, 56 Mill Nurseries. <b>NO OBJECTION</b>	<b>b) 3PL/2009/0688/F</b> Installation of 84cm satellite dish on 3m pole. SIS (William Hill), 44 Market Place. <b>NO OBJECTION</b>
<b>c) 3PL/2009/0784/F</b> Proposed extension and alterations. 1 Cygnet Walk. Mr. Devlin. <b>NO OBJECTION</b>	

1553.3. Late applications received at the Mayor's discretion.

<b>3PL/2009/0781/F</b> Continuation of use of the car park to car & light commercial vehicles sales with portacabin office, car wash, workshop. Legend A47. Mr. S. Bell <b>NO OBJECTION</b>	
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1553.4. A question was raised regarding the Gladedale development and whether that has been any indication of when the development will go ahead. It was indicated that Gladedale are targeting the end of 2009 as a start date.

1553.5. There was some information relating to the amendment to the development on Norwich Road. The Town Council did not have any objections to the amendment. When it got to Breckland however the planning authority and the developer could not agree to the changes which is why it was withdrawn.

1553.6. The Mayor and Cllr S. Matthews attended the public consultation event on 2<sup>nd</sup> September in Norwich regarding the East of England Plan to 2031. There is a subsequent event in King's Lynn on the 17<sup>th</sup> September, if anyone wishes to go to inform the Town Clerk. Cllr Harman and Matthews reported that nothing has been decided yet and a draft plan is not due out until the end of next year. It was very interesting to learn that they predict that over one million people will move to the area within that time period.

1553.7. a) E-mailed correspondence has been received from with Abel Homes Ltd regarding the naming of the hatchery development and subsequent to the Planning Committee meeting on 13<sup>th</sup> August where Mr. J. Bird presented an extended scheme for the site prior to submitting for planning permission. It was reported that the first choice name has been suggested as "Sir Arthur Wilson Way" with the second choice being "Kendle Drive". Cllr Wickerson proposed and Cllr Matthews seconded to put the name Knyvet Wilson Way forward as this is the name is correct and not Arthur Wilson.

<b>It was agreed with 8 votes for with 1 abstention to put the correct name forward of Knyvett Wilson Way for the hatchery development on Castle Acre Road.</b>
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1553.8 b) An extended scheme was discussed and was acceptable to the Planning Committee showing 12 additional units. It will still come through the proper channels in respect of consultation when it is formally submitted for planning permission. The planning committee have indicated that they would rather the Council receive a commuted sum for play provision elsewhere in the town (Orford Road) rather than to lose one house on the development to accommodate the required level of open space. This would be covered within the section 106 agreement. A discussion took place in relation to the pond and drainage issues and it was reported that the water levels in the pond have gone down since it has been cleared out of debris.

**It was agreed to endorse the Planning Committee's decision to receive a commuted sum for play provision at Orford Road rather than lose one house on the development.**

1553.9. There is no planning correspondence, planning enforcement notices or TPO's received.

## **1554. FINANCE:**

1554.1. a) Accounts for Payments for August/September 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 August/September were agreed for payment**

1554.1. b) There was a discussion relating to invoices for payment that are out of the ordinary.

**It was agreed for the Town Clerk to highlight to the Council at their meetings any item on the accounts listing that is out of the ordinary or over budget.**

1554.2. A request has been received from Mrs. E. Emmett for a litter bin at the corner of Filby Road. This request was received verbally by the Town Clerk when meeting Mrs. Emmett on site to agree a position for a new dog bin previously agreed by the Council. The details circulated to Councillors include photographs of the suggested location at the corner of Filby Road.

**It was agreed to supply a new litter bin in this location but not until the next financial year start on 1<sup>st</sup> April 2010. A licence can be obtained in the meantime to complete the formalities.**

1554.3. A request has been received from Mr James Dean regarding donating a seat adjacent to the Community Centre. Further to the correspondence circulated, Mr Dean has met with the Town Clerk to discuss costs and is prepared to go up to £1,000 inclusive of the bench, fixing the seat and leaving a sum for future maintenance. This will mean a slightly smaller seat would be required in a similar style to those in the vicinity on the Campinglands.

**It was agreed to approve in principle subject to agreeing the final location and satisfying the Council's policy in respect of public seat donations to accept the offer from Mr Dean for a donation of up to £1000 for a bench on the Campinglands.**

1554.4. An offer has been received from the Rotary Club of Swaffham (1095) to fund a specific project to the value of £300 to celebrate the 40<sup>th</sup> anniversary of the Rotary Club Charter.

**It was agreed to delegate this to the Open Spaces Committee to discuss and agree a suitable project at the October meeting.**

1554.5. A copy of the ROSPA report for play area and skate park at the Haspalls Road Recreation Ground has been circulated to Councillors. The report for Haspalls Road Recreation Ground has highlighted a number of Medium/High Risk items that need urgent attention and these are now in hand. There are other Low/Medium Risk items that are not essential but will be kept on file to enable them to be monitored just in case the risk becomes greater when further action would be required.

1554.6. A request for a Section 137 grant from the Norfolk & Norwich Association for the Blind has been received. A grant of £100 was given in December 2007 but nothing was given last year.

**It was agreed with 8 votes for and 1 abstention that whilst the Council recognise the good work of the Association it is with regret this request has been turned down. With limited funds the Council will only consider grants to local charities.**

**1555. GENERAL CORRESPONDENCE:**

1545.1. a) Correspondence with Mr. J.R. Bacon regarding a broken lock at the allotments on Shoemakers Lane has been circulated to Councillors.

1555.1. b) Correspondence with Proludic Ltd regarding a damaged boulder and a credit note due has been circulated to Councillors. A credit note for £2,790.58 inclusive of Vat has been received from Proludic. Attention is being given to a loose boulder on site at the new play area as part of the guaranteed work prior to the 5% retention of the contract being due following a satisfactory inspection on 1<sup>st</sup> October 2009.

1555.1. c) Information from Norfolk ALC regarding 'Green Buildings in Norfolk has been circulated to Councillors. A list of twelve green buildings has been received scattered across Norfolk that will be open for tours for four days from the 10<sup>th</sup> September until Sunday 13<sup>th</sup>.

1555.1. d) Correspondence with Mrs. S. Polaine-Leonard regarding taking vacant possession of an allotment at 46 Shouldham Lane has been circulated to Councillors. This final exchange of correspondence concluded with the Council taking vacant possession of this allotment at Shouldham Lane. Unfortunately it was one of the allotments on inspection where there was no evidence of any work being done on site. The Council's policy was explained to Mrs. Polaine-Leonard by the Town Clerk.

1555.1. e) Correspondence with the Swimming Pool association confirming the sale of draw tickets at the Market on August 22<sup>nd</sup> and October 24<sup>th</sup> has been circulated to Councillors. This is a standard request from the Swimming Pool Association who has been given permission by the Town Clerk and the Market Superintendent under delegated authority under the terms of the Council's policy in respect of charity stalls at the Market.

1555.1. f) A circular letter regarding New Build Home buy (Shared Ownership) at Lynn Road for Flagship Homes has been circulated to Councillors.

1555.1. g) Correspondence with Iceland Stores regarding delivery to the store on Market day have been circulated to Councillors.

1555.1. h) Correspondence with Mr. C. Lown regarding the removal of trees adjacent to Cemetery. The recent correspondence with Mr. C. Lown confirmed permission had been given to work on the Cemetery side of his property to remove a dangerous tree. Previous correspondence had confirmed the Council's policy in regard to the boundary fence and which trees they are taking responsibility for and more importantly which they regards as the adjacent property owners responsibility.

1555.1. i) Notification of the AGM of Dereham, Watton & Holt Citizens Advice Bureau on 9<sup>th</sup> September 2009, agenda papers including annual report 2008/09 and minutes of 2008 AGM have been circulated to Councillors.

1555.1. j) E-mailed reports from Country Grounds Maintenance in respect of vandalism to the toilets has been received and circulated to Councillors. There have been two reported incidents of vandalism at the toilets including one of excrement graffiti which was extremely unpleasant for the contractors to deal with.

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1555.1. k) Details of a complaint regarding the public toilets which was sent to the Museum/TIC has been circulated to Councillors. The Clerk reminded Councillors that the Council will be looking at a review of the public toilets at their October meeting. The Deputy Clerk informed that Council that there has been an issue with the cleanliness of the toilets recently; there has been daily inspections carried out and contact with the contractors to rectify the problems. There is still the problem of vandalism which has to be dealt with. There was a discussion and it was suggested that a sign could be put up stating that the toilets are under constant surveillance by the police.

**It was agreed for the Clerk to contact Inspector Porter to find out if the police would have any objection for a sign to be placed in the public toilets stating they were in constant surveillance by the police. This issue is to be placed on the next agenda.**

1555.1. l) Details have been circulated from the Norfolk Parish Training Partnership regarding training events on 'Chairmanship and Engagement', and 'Initial Training for Clerks and Councillors'. Details have also been circulated regarding nominations for 'Young People of the Year' – Norfolk & Suffolk Young People can win £4,000.

1555.2. The Town Council took a decision at their extraordinary meeting in August to put Swaffham forward to host a welcome home parade on 3<sup>rd</sup> December for the Light Dragoons. It was understood that Dereham had refused but both Swaffham and Attleborough were interested. Subsequently issues or objections raised by Dereham which was the first choice location (as they hosted a similar parade two years ago) have now been resolved and the parade will go ahead in Dereham as originally planned. The Swaffham Branch of the Royal British Legion has also expressed their disappointment to the Town Clerk, as they too would have supported the parade in Swaffham.

1555.3. E-mailed correspondence regarding a liaison meeting for the Civic Twinning Visit over the weekend of 11<sup>th</sup>/12<sup>th</sup> September 2010 was been circulated to Councillors. The exchange of e-mailed correspondence has opened up the debate surrounding the civic twinning visit planned for September next year. The Town Clerk will circulate an agenda for a meeting organised for Monday 28<sup>th</sup> September. It is hoped that Councillors will put themselves forward to serve on this liaison committee in order to plan the weekend. The aim is to involve more people in the twinning experience, to have a youth based theme to the weekend, to have a tangible outcome as a legacy for the town and to make twinning sustainable. Cllrs Darby, Matthews and Sherwood will be attending the meeting.

1555.4. Correspondence with Mr. D. Dixon regarding access via Princes Street to the Shouldham Lane/ Shoemakers Lane allotments; also to receive a report from the Town Clerk was circulated to Councillors. Mr. Dixon first approached the immediate past Mayor Cllr Shirley Matthews in respect of a meeting, she informed the Town Clerk who subsequently arranged an appointment for Mr. Dixon at his office on 9<sup>th</sup> July. The Assistant Town Clerk at the time of arranging the meeting requested a list of issues in advance of the meeting in order to prepare any background information for an informed discussion. This would be delivered to the office by the end of the previous week promised Mr. Dixon. The list never arrived and Mr. Dixon turned up to the meeting with four neighbours: Mr. J. Webster, Mrs. J. Coker, Mr. M. Bladen and Mr. I. Pilcher.

The notes from the meeting record the main issues raised and discussed, they are in note form, and they are not formal minutes. Following the meeting the Town Clerk took legal advice in respect of the issues raised in particular relating to the designation as a 'Restricted By-way' which it was claimed prevented vehicular access to and from the allotments by allotment holders. The Council's solicitor has made it clear that the designation does not affect the existing rights privately exercisable in the respect of the route. This includes the Town Council and Water Authority, with the Council's right of access with and without vehicles is exercisable by the Council, by its tenants, licensees and its successors in title for the purposes of the established uses of the land.

There are issues and some joint responsibility in respect of maintenance of the access and policing of the route. These together with matters raised by the residents living in that area could be resolved by

agreement if the Council feel this is appropriate. To this aim the Town Clerk met with representatives of SCALGA on 4<sup>th</sup> September who have indicated that if invited they would attend any subsequent meeting with the residents and Town Council in attendance. In general they were grateful to the Council for clarifying the vehicular access for allotment holders.

**It was agreed to send a circular letter is sent to all allotment holders at the Shouldham Lane/Shoemakers Lane site informing them that various complaints have been received, giving the nature of such complaints and giving them polite notice to keep their speed to a reasonable level and to be mindful of residents living in the area.**

1555.5. A meeting at RAF Marham was attended by the Town Clerk and Cllr Matthews on 29<sup>th</sup> June 2009; the details are summarised in a copy of the presentation and circular letter which was circulated to Councillors. RAF Marham would like to build on the community links they already have and to a certain extent open the doors to the facilities that are on the base. However, the trade off is that this would only be available to those involved with the community groups run from inside the wire, even if it by association with a like minded similar group from the Marham area (i.e. surrounding villages and towns). For an example scouts or sporting organisations once security checks are complete then facilities could be made available.

The Town Clerk has discussed with Wing Commander Adrian Burns how this might work. He has suggested that at some point it would be best to discuss matters at a further meeting, also highlighting that RAF Marham might consider publicising details through the 'Swaffham Newsletter'.

**It was agreed for the Clerk to arrange a meeting with Wing Commander Burns to discuss to offer of using RAF Marham's facilities.**

1555.6. The Deputy Town Clerk received a verbal invitation for a representative of the Town Council to attend this Residents Association meeting that is scheduled for Tuesday 15<sup>th</sup> September. When the paperwork arrived it clearly states that a representative of the Council will be present to report on measures to deal with the anti-social behaviour on the estate particularly associated with the play area. The current position is that a certain amount of work has been carried out in advance of the transfer of the play area and open space to the Town Council, but to date the transfer of responsibility has not taken place.

**It was agreed that Councillors Jennison, Lister, Matthews, Sharpe, and Skinner will attend the meeting. Cllr Wickerson will attend the meeting if he is available.**

1555.7. An agenda and an invitation to attend the AGM of the Norfolk Association of Local Councils at Hevingham Village Hall on Saturday 12<sup>th</sup> September 2009 – 10.30am was circulated to Councillors. Cllr Matthews informed the Council that she is not able to attend due to family commitments.

1555.8. E-mailed correspondence with Mr. Craig Allen regarding theft on Tumbler Hill allotments was circulated to Councillors. The Town Clerk welcomed comments from Councillors on the issues raised regarding theft, sub-letting of allotments, allotment rules & regulations, recycling and use of a shed on another vacant allotment. There followed a lengthy discussion whereby concern was raised on health and safety issues as well as the disposal of tyres from the allotments once a tenant vacates the site. The Council would be responsible for the disposal of the tyres if this occurs and they are left behind. Cllr Sharpe proposed and Cllr Lister seconded for Mr Allen to remove the tyres and put in a standard fence.

**It was agreed with 5 votes for, 2 against and 2 abstentions to not allow tyres to be used as fencing on the allotments.**

The issue of allotment holders using items from other plots that is not their own was discussed. Cllr Lister proposed and Cllr Sharpe seconded not to allow Mr Allen to use a shed that is currently on a vacant allotment.

**It was agreed with 5 votes for and 2 against not to allow Mr Allen to use a shed that is currently on a vacant allotment. It was also agreed that no allotment holder would be allowed to use anything from any other allotment that is not their own.**

1555.9. Correspondence with Mr. M. Staines regarding the reporting of hot spots in the Town Centre. (Rainwater pipes discharging from properties – the bus shelter by Legends Café’ and the stone rubbish bin close to the Taxi office) was circulated to Councillors.

**It was agreed for the Clerk to report the building maintenance issues to Breckland Council’s Building Control. It was also agreed to for the Clerk to deal with the issues relating the bus shelter and to inform Mr Staines of those actions.**

1555.10. A request was received and circulated to Councillors from Mr. P. Thompson to have four small Turkey Chicks on his allotment at Shoemakers Lane.

**It was agreed to grant permission to Mr. Thompson to have four small Turkey Chicks on his allotment at Shoemakers Lane.**

1555.11. Correspondence was received and circulated to Councillors with Mr. I. Lowther the regarding Church approach; also related correspondence with Iceland Store, Revd John Smith and Jason Glasspoole Norfolk County Council confirming ownership. The issues raised by Mr. Lowther relate to staff from Iceland parking in Church Walk. Enquiries were made with the Revd John Smith, Highway Engineer Jason Glasspoole and the Manager of Iceland. It was established that the land in question actually belongs to the Town Council. The idea of placing a bollard at the end of this area to prevent cars from entering the area was put forward. An estimate was obtained for £565.16 + Vat from Norfolk County Council.

**It was agreed for the Clerk to write to Iceland informing them that the area adjacent to Church Walk is in the ownership of the Town Council and that no parking is permitted. It was agreed not to place a bollard in this area.**

1555.12. Information relating to an amendment of the Sustainable Communities Act from Local Works was circulated to Councillors. The lobbying group ‘Local Works’ requested the assistance of Town and Parish Councils to write to their MP’s asking them to sign ‘Early Day Motion No. 1545 in Support of the Sustainable Communities Act Amendment Bill’. The amendment would allow County Associations of Local Councils to put proposals for action direct to government.

**It was unanimously agreed to write to MP Christopher Fraser asking him to sign ‘Early Day Motion No. 1545 in Support of the Sustainable Communities Act Amendment Bill’.**

1555.13. Information relating to a structure built on allotment 18 at Shoemakers Lane by Mr. Joao Oliveira was circulated to Councillors. This information from Mr. Oliveira also demonstrates the work of KLARS who have interpreted the correspondence both coming in and going out. The dimensions of this shed are slightly larger than the standard 8’ x 10’. Cllr Matthews proposed and Cllr Wade seconded to allow the shed to remain.

**It was agreed with 5 votes for, 1 against and 3 abstentions to allow Mr Oliveira to have an 8’x10’ shed on his allotment, but it inform him that planning permission should be sought.**

**1556. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS:**

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1556.1 FINANCE & GENERAL PURPOSES Committee	28 <sup>th</sup> July 09	21 <sup>st</sup> Oct 09	

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1556.2 OPEN SPACES & AMENITIES Committee	22 <sup>nd</sup> July 09	6 <sup>th</sup> Oct 09	<p>Cemetery Policy - Last week 1 of the grounds men inadvertently broke a glass vase that was placed near a memorial whilst strimming. Glass vases are removed frequently by staff due to safety reasons but there is no policy to do so. The owner of the glass vase, understandably so, was not happy. The cemetery rules and regulations are due to be reviewed by the Open Spaces Committee but it is felt this is an urgent issue and should be dealt with sooner. Other burial authorities have been looked at and these are examples of what they do: -</p> <ol style="list-style-type: none"> <li>1. <i>No bushes or plants are allowed other than in monumental vases &amp; headstones with incorporated vases. Specially designed headstones with an incorporated planting section will be allowed if small flowers planted only.</i></li> <li>2. <i>Flower containers may be placed on private graves without a fee provided they are not made of glass, bear no personal inscription and do not exceed 12" in height &amp; 9" in thickness.</i></li> <li>3. <i>Upon a request a grave owner, the council will provide a loan vase for a maximum period of 6 months from the date of interment.</i></li> <li>4. <i>Cemetery staff may remove, or cause to be removed, any glass jar or any other object considered being a hazard to public safety &amp; to cemetery staff, from any grave without notice.</i></li> </ol> <p><b>It was agreed to ban glass receptacles in the Cemetery and for cemetery staff to remove any glass objects without notice but it was also agreed that the details are to be reviewed by Open Spaces Committee.</b></p>
1556.3 PLANNING Committee	13 <sup>th</sup> Aug 09		
1556.4 RECREATION GROUND Committee	22 <sup>nd</sup> July 09	6 <sup>th</sup> Oct 09	<p>The Friends of the Rec planned to stage a bulb planting day on the recreation ground on Saturday 19<sup>th</sup> September. They were successful in obtaining a grant of £250 from the Pride in Breckland team.</p>
1556.5 TOWN PARTNERSHIP Committee	28 <sup>th</sup> May 09	9 <sup>th</sup> Oct 09	<p>a) Following a presentation to the Executive Committee on 13<sup>th</sup> July by Project Officer Dave Bek and the Town Clerk, amendments had to be made for the Advance Swaffham bid. A further meeting of the Executive on 20<sup>th</sup> July confirmed details of a scaled down bid to go forward to the Cabinet meeting on 4<sup>th</sup> August. The meeting was attended by the Town Clerk and local member Cllr Sharpe. Prior to the Cabinet meeting the Town Clerk met with all three district councillors who were supportive of the bid and in particular Cllr Sharpe</p>

<b>Page 934</b>			<p>for speaking in favour of an amendment to get an initial grant through for £8,250. The main issue was to change the wording of a condition which now allows the Council to go back after six months and Breckland to review and consider funding a further six month period depending on the outcomes achieved. The original wording stated that Breckland would not provide further funding. The bid for the TIC funding would now be re-submitted separately as this was grouped together as part of Advance Swaffham and then taken out of the revised bid altogether. Cllr Wickerson requested that the following be minuted: - He voiced his dismay on behalf of the Trustees of Swaffham Museum Ltd that the TIC was taken out of the bid. It is being looked at separately and it is hoped the bid is successful. It has put Swaffham Museum Ltd in a dire position.</p> <p><b>b) Launch of the Town Plan - Invitations will go out shortly for the launch of Swaffham's Town Plan on 9<sup>th</sup> October. Baroness Gillian Shephard has confirmed that she will formally launch the plan at the Community Centre.</b></p>
1556.6 PERSONNEL	11 <sup>th</sup> May 09		
1556.7 MARKET	30 <sup>th</sup> March 09	21 <sup>st</sup> Sept 09	<p>a) The Italian Market will visit Swaffham again this year on Sunday 22<sup>nd</sup> November.</p> <p>b) Correspondence with Mr. N. Wye-Harris Market trader regarding change of licensee, reduction in stall frontage and outstanding account was circulated to Councillors. The Town Clerk gave a report to Councillors concerning the correspondence.</p> <p>April 2009 – Invoice sent for £620.46 as Mrs. Wye-Harris (licence holder) takes advantage of the discount scheme to pay for a full year in advance.</p> <p>April 2009 – Cheque received for £551.52 leaving a balance of £68.94 to pay. As explained in a letter from the Deputy Town Clerk (29/04/09) – advising if amount not paid that discount would be removed &amp; full amount payable.</p> <p>July 2009 – a reminder letter sent to Mrs. Wye-Harris (17/07/09) from the Deputy Town Clerk following discussion with the Town Clerk taking the amount paid on account as nine months paid in advance qualifying for the six monthly discount, not the full year. This would result in a further £68.94 being due making a total owed of £137.88</p> <p>July 2009 – a letter received from Mr. N. Wye-Harris (24/07/09) claiming no receipt of a letter (29/04/09) from the Town Council, also that a letter from him and an invoice with a covering explanation was handed to the</p>

<b>Page 935</b>			<p>temporary market superintendent on 11th April 2009. The temporary market superintendent has confirmed the receipt of a cheque, but there was no letter of explanation.</p> <p>August 2009 – letter sent by the Town Clerk sending copies of previous correspondence and a site map. Advising of a breach of the terms of the licence by making arbitrary changes to the licence and reductions to the account. Advising to make an application to change the name on the licence and to make a formal application to reduce the size of the frontage of either WM6 or 7. Both issues should as a minimum have been discussed with the Market Superintendent. Again requesting the £68.94; giving a deadline of 31<sup>st</sup> August for a response which could be circulated prior to the meeting.</p> <p>September 2009 – two further letters have been received and circulated to the meeting this evening. From Mr. N. Wye-Harris (3/09/09) and from the licensee Mrs. G. Wye-Harris (5/09/09). The latter raising correspondence dating back to 2003 and some issues claimed to be outstanding since December 2006. Cllr Lister proposed and Cllr Wickerson seconded for the trader to pay all the money that is due.</p> <p><b>It was agreed for Mrs Wye-Harris to pay all the money that is due including the disqualification of the discount was also agreed for the Clerk to invite Mrs Wye-Harris to put in an application to reduce the pitch.</b></p>
1556.8 Youth Council	13 <sup>th</sup> Jul 09	14 <sup>th</sup> Sept 09	<p>The Council were informed that an extra meeting is to take place on the 7<sup>th</sup> October 09 to discuss the Rock Night arrangements.</p> <p>At their meeting in July the Youth Council agreed to ask Cllr Shirley Matthews to be their representative on the Town Council.</p> <p><b>It was agreed for Cllr Matthews be the Youth Council representative for the Town Council.</b></p> <p>They are busy organising the Rock Night on the 17<sup>th</sup> October. They have around 7 bands that are interested in playing on the night all they need now is the audience. They are awaiting the outcome of a grant bid to the Norfolk Youth Fund for this event.</p> <p>As always the Youth Council could do with more Councillors. Our current Councillors are getting older so new recruits are needed. If anyone knows of anyone that would be interested please let me know.</p>

### **1557. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

#### 1557.1.1 Icen Partnership (Cllrs Darby, Matthews & Lister)

There was no report given.

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1557.2 Swaffham Museum Ltd (Cllrs Butters & Gunner)

Cllr Matthews has recently resigned from the Board of Trustees so another Councillor is needed as replacement.

1557.1.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

There was no report given.

1557.1.4 Swaffham Infant School (Cllr Skinner)

There was no report given.

1557.1.5 Safer Neighbourhood Area Partnership SNAP (Cllr David Wickerson)

There was no report given.

1557.1.6 Local Area Group LAG (Cllr Shirley Matthews)

There was no report given.

1557.1.7 Swaffham Town Estate (Cllrs Butters and Darby)

There was no report given.

1557.1.8 Swaffham & District Tourism Association (Cllr Wickerson)

There was no report given.

1557.1.9 Olive Tree Project (Cllr Skinner)

There was no report given.

1557.1.10 Horticultural Society (Cllr Lister)

There was no report given.

1557.1.11 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

There was no report given.

1557.1.12 Garden Science Trust (Cllr Wade)

There was no report given.

1557.1.13 Health Forum (Cllr Wade)

There was no report given.

1557.1.14 Breckland CCTV Group (Town Clerk)

Extensive e-mailed correspondence with Breckland Council deals with the issues previously conveyed to the Council relating to suggested camera locations that were not included in the new system; both permanent and temporary locations. A strong case was put forward by the Town Clerk to change these locations to those suggested by the police and the Town Council. Breckland would require a sum of £2,130 to re-survey the town which the Council found unacceptable. It was also felt as a minimum that one re-deployable camera should be supplied for each town. There were only four in the contract and these could be allocated to the busier towns.

The Town Clerk and Cllr Sharpe attended a meeting with the officers Grahame Green and Rob Walker from Breckland Council. Clarification was given in relation to the re-deployable cameras, as they will be available to all the towns, it was felt by the officers that most of the time they would remain underused and therefore for would be more than adequate. Various information in relation to costs was requested and should be available in time to consider with the budget. It was made clear that the members were in full support of the officer's stance on CCTV and that further improvements or changes would need to include a financial contribution from the town concerned, this would apply to all Breckland towns. Whilst there was no chance of making changes in advance of the first installation, the points made by the Town Council have been duly noted and will form an important part of the monitoring of the project after it is implemented.

1557.1.15 Swaffham Community Transport (Cllr Gunner).

There was no report given.

1557.1.16 Learning Partnership (no representative)

There was no report given.

1557.1.17 Norfolk Association of Local Councils (Cllr Matthews)

There was no report given.

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1557.1.18. In reviewing the list of representatives Swaffham Junior School, Hamonds High School, Hamonds Trust came to the fore as having no representative.

**1558. BRECKLAND COUNCIL.**

1558.1. (a) Details of the minor changes to the consultation of the Breckland Core Strategy & Development Control Policies Development Plan Document – public examination, comments by 4<sup>th</sup> September 2009 was received.

(b) Notification of application of a premises licence at McDonalds, Norwich Road, Swaffham – representations by 29<sup>th</sup> July 2009 was received. The deadline has passed for this application for a premises licence.

(c) A circular regarding the adoption of a 'Financial inclusion Strategy' and a copy of a 'Local Money Guide' was received and circulated to Councillors. The Council has recently adopted a Financial Inclusion Strategy with an associated action to deliver services and projects to improve the financial well being of our residents. One of the initiatives has been to produce a 'Local Money Guide' which was recently circulated with Breckland Voice.

(d) A copy of 'Pulse' Breckland's Sustainable Community News – September 2009 was received.

(e) The circular regarding 'Giving our heroes the support they deserve' online message board on the Breckland Website for troops serving abroad was received and circulated by e-mail prior to the meeting by the Deputy Town Clerk.

(f) Notification has just been received of the Town Council's dedicated Director who will be the liaison point for the council. Mr. Rob Barlow is also Director of Governance and Finance at Breckland Council. Meetings with Mr. Barlow replace those previously held with Ray Johnson who has retired.

1558.2. Correspondence relating to the Breckland Partnership (LSP) funding was circulated to Councillors. "Swaffham's Market Traditions" bid was one of seven successful bids gaining a grant of £10,500. The bid was put together by the Project Officer Dave Bek with assistance from the Town Clerk. The idea is to take a joint approach to development, planning and promotion of markets in the town. To re-introduce the Farmers Market, to re-introduce the Saturday Auction, to run a 'Making Market Matters' event, to promote themed markets, promote market-based weekend events, to run a major event around our marketing tradition to coincide with the town twinning event in September 2010 and to extensively market the package with leaflets, promotional materials and a dedicated website/page. The grant is subject to ratification and agreement at the LSP Board meeting to be held on September 10<sup>th</sup>.

1558.3. A circular was circulated to Councillors that notified them of a consultation deadline of 15<sup>th</sup> September in regard to the Gambling Act 2005 – Draft revised Statement of Principles.

1558.4. E-mailed correspondence (and press release) confirming 'Job Fair' at the Assembly Rooms, Swaffham on 1<sup>st</sup> October from 10am – 2pm was circulated to Councillors.

1558.5. A Breckland Town and Parish Forum and Open Evening has been organised to take place at the Eco-Tech Centre Swaffham on Thursday 29<sup>th</sup> October 2009. (Open Evening 6pm – 7pm and Forum Commencing at 7pm). Cllr Darby would be attending the event on the Council's behalf.

**1559. NORFOLK COUNTY COUNCIL.**

1559.1. (a) The response from Local Highway Engineer Jason Glasspoole regarding traffic matters raised by Mrs. Marshall in Lynn Road was circulated to Councillors. This particular complaint was passed to the police regarding the enforcement of waiting restrictions in Lynn Road.

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(b) A copy of correspondence from Mr. G.C. Aldous Norfolk County Council regarding road signage at the A1065 Castle Acre Road was circulated to Councillors.

(c) A copy of correspondence from Miss D.P. Jones of Munford relating to the withdrawal of Eagles 31 bus service to Swaffham was circulated to Councillors. NCC confirmed the service would cease on 31<sup>st</sup> August due to not meeting the Council's criteria for support.

1559.2. A progress report of recent highway enquiries following meeting between Highway Engineer Jason Glasspoole and the Town Clerk was circulated to Councillors.

The following is a list of what had been discussed:-

- 181849 Whitsands Road, Swaffham - Site has been assessed, vegetation is on verge following NCC attending site to deal with private tree that had fallen over the highway. JG to write to landowner identifying the need for private vegetation to be removed.
- 177283 The Paddocks - Area has been assessed and patching repair work programmed.
- 179086 Haspall's Road - Damaged cover made safe by NCC. Reported to Anglian Water as their apparatus ref 34414676.
- 180307 100 London Street, Swaffham - Verge needs cutting. Site assessed and works programmed.
- 180724 traffic lights A1065 - Railings have been damaged by vehicle.
  
- Site made safe and assessed. Works and replacement barriers have been ordered.
- 177258 Assembly Rooms bollard - Removed from TC office by JG. Replacement has been ordered from supplier and will be installed supplier in near future.
- 170883 Cley Road - Blocked drainage outfall. The outfall to this system has broken down (previous issues with builders waste etc being placed down pipe work). Work to provide new outfall to form part of drainage scheme to be submitted as involves connection to Anglian Water apparatus and road closure.
- For info, street furniture such as bollards, railings etc typically take 4-8 weeks for delivery.
- Car park sign (pedlar) Swaffham - Will arrange for sign to be lowered to the ground. Once completed, if all concerned are happy sign posts will be reduced in height.
- Consent for hanging basket posts/brackets placed in highway currently being investigated. (Further information received by telephone yesterday 8<sup>th</sup> September) Stand alone posts with hanging baskets will not be permitted on Highway land, there is still scope on Breckland owned land within the town centre. It was believed that the posts with hanging baskets in the Tuesday Market Place at Kings Lynn are located on land owned by the Borough Council of Kings Lynn & West Norfolk. However, consent may be possible for displays where there is a ground planters and a post in the centre where hanging baskets could be located within the highway with consent providing they don't overhang any part of the highway.

1559.3. An e-mail from the Norfolk Constabulary Traffic Management Officer responding to a complaint received about excessive speed in Lynn Road was circulated to Councillors. A complaint was sent to the police from Mrs. Weinkove of Oakleigh Drive regarding speeding in Lynn Road. The police have carried out some speed checks and found some foundation for the complaint. The letter raised the issue of traffic calming measures which would have to be raised by the Town Council to the County Council Highways dept if they agree that it is appropriate.

**It was agreed for the Clerk to write to Norfolk County Council requesting they look into the possibility of traffic calming measures such as flashing speed signs are placed on Lynn Road.**

Another issue was raised regarding the Poultry Market on Saturdays and inconsiderate parking. The traffic warden has been asked to attend Swaffham on Saturdays to address these problems.

**1560. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

- 1560.1 Monday 14<sup>th</sup> September 2009 – Youth Council – 6.30pm at the Town Hall.
- 1560.2 Wednesday 21<sup>st</sup> September 2009 – Market Committee – 7.00pm at the Town Hall.
- 1560.3 Monday 28<sup>th</sup> September 2009 – TWINNING Liaison meeting – 7.00pm at the Town Hall.
- 1560.4 Monday 5<sup>th</sup> October 2009 – Relief in Need – 7pm at the Town Hall.
- 1560.5 Tuesday 6<sup>th</sup> October 2009 – Open Spaces Committee – 6.30pm at the Town Hall.
- 1560.6 Tuesday 6<sup>th</sup> October 2009 – Recreation Ground Committee – 7.30pm at the Town Hall.
- 1560.7 Wednesday 7<sup>th</sup> October 2009 – Youth Council extraordinary meeting – 6.30pm at the Town Hall.
- 1560.8 Friday 9<sup>th</sup> October 2009 – Town Partnership Committee (Launch of Town Plan) – 6pm – 9pm at the Community Centre.
- 1560.9 Wednesday 14<sup>th</sup> October 2009 – Full Council – 6.45pm at the Town Hall.

**1561. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1561.1. A confidential report was given to Councillors from the Town Clerk regarding the progress on the proposed sale of allotment land and to set a date for an extraordinary meeting.

**It was agreed to have a meeting on the 5<sup>th</sup> October to discuss the possible tenders of the allotment sale. It was also agreed to discuss the valuation of Days Field at the same meeting.**

1561.2. The Town Clerk gave a report regarding the trial period of the Councils receptionist Ms Furnass.

**It was unanimously agreed to employ Ms Furnass on a permanent basis following a successful 3 month trial period.**

Meeting Closed at 9.47p.m.

Chairman .....Date.....

**Notes from the Public Session**

**Merryweather Road – There were many issues that were raised concerning the play area on Merryweather Road. The Council were asked what their intentions were concerning the play area and the passages that have been made from Sandringham Ave. It was reported to the Council that it is a meeting ground for teenagers.**

**At present Breckland Council are responsible for the play area but is to be transferred to the Town Council. The issues of anti-social behaviour should be reported to the police. The Town Council have had discussions with the police and Breckland Council on this including changes that could be made including the provision of CCTV which the Town Council are try to push for. There is a multi-agency approach to try and come up with a solution.**

**There was criticism from the public that it is not a multi-agency approach as it would seem the agencies are not talking to one another. This was reported at a meeting that took place at the community centre by the police who stated their hands have been tied by the Town Council. It was reported that Cllr Matthews attends the LAG meetings and Cllr Wickerson was Chairman of the SNAP meetings where these issues have been discussed. Anti-social behaviour is a major problem on Merryweather Road as well as other areas in Swaffham. At the last meeting there was the police and Breckland's housing team in attendance. There were 3 priorities set and for a long time Merryweather road has been included so there is a multi agency approach.**