

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 14th October 2009 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr D. Harman

Councillors: - Mr P. Darby, Mr C Gunner, Mrs T Jennison, Mrs S. Matthews,
Mr F. Sharpe, Mr I Sherwood, Mrs J. Skinner, Mrs P. Wade.

Town Clerk: - Mr R. Bishop
Deputy Town Clerk: - Mrs M. Meyrick

Norfolk County Council:- Cllr Ann Steward
Police:- Sgt. George

Public: - 17

1565. APOLOGIES & REASONS FOR ABSENCE.

- 1565.1. David Butters - Unwell
- 1565.2. David Wickerson – Work Commitments
- 1565.3. Sheila Lister - Holiday
- 1565.4. Carol Baker - Holiday

1566. DECLARATIONS OF INTEREST – for items included on the Agenda.

1566.1. Cllr. Gunner declared a personal interest on items 1572.1. as a member of the Red Cross, 1574.6. 1574.7. 1574.8. 1575.17. as he is a director of the Museum and item 1575.19. as he is a director of the Icen Partnership.

1566.2. Cllr. Darby declared a personal interest on item 1575.19. as he is a director of the Icen Partnership.

1566.3. Cllr Matthews declared a personal interest on item 1575.9. as she is a director of the Icen Partnership.

The Meeting was adjourned at 6.47p.m.

The Meeting reconvened at 7.01p.m.

1567. REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each of the following reports and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate:-

1567.1 The following crime figures were reported:- Burglary x 2, non dwelling 7, criminal damage 14, drugs 6, fraud and forge 2 - 1 skimming device on Waitrose ATM, theft from mot vehicle 3, theft of mot vehicle 1.

Pending matters the Safer Neighbourhood Teams are all having their shifts changed to cover Halloween and bonfire as well as the Remembrance Day parade.

1567.2. It was reported that there is disappointment that the snap meetings have changed and what the logic was to change the different style – Sgt. George reported they held one last night in the Assembly Rooms, only 6 people turned up but they are holding more of those meetings. They are doing 6 every 2 months - Decisions will be made at a meeting at Dereham. He stated he has concerns that it is a regrettable step to stop the snap meeting.

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1567.3. Cllr S. Matthews reported on the LAG meetings – problems in Watton were discussed and the public was allowed in to start with. Street briefings are to engage with more members of the public, but priority setting has now gone to the LAG meeting.

1567.4. Cllr. C. Gunner reported from the Homewatch meeting at the community centre, it was stated they are losing their Homewatch support officer as it is being wound up or changing direction again. Sgt. George stated that he was very surprised as we are trying to instigate them with the SNT.

1567.5. Inspector Porter met with the Town Clerk on 16th September to discuss various issues including the Council's concern at the loss of the SNAP meetings. As a result of this discussion four Public Engagement events have been arranged as follows:

13th October 2009, 3rd December 2009, 9th February 2010 & 31st March 2010

All events in the Assembly Rooms at 1800 – 1930 hours, these engagement events will not be held in a meeting style. They are designed to give members of the public the chance to talk to all local agencies. Any issues raised can be taken to the priority setting meetings taking place within our LAG (Local Action Group meetings).

1567.6. The Police are planning Halloween disco/youth events, a meeting was held at the Community Centre recently to take this forward. Do the Town Council wish to participate, contribute towards or assist with the organising of these events?

The Council agreed not to participate or contribute towards these events.

1568. COUNTY COUNCILLOR REPORT from Cllr Ann Steward.

1568.1. Cllr. Steward thanked the Town Council for the launch of the town plan and for the enthusiasm shown by the people who attended. There were tremendous presentations.

1568.2. It was reported there is a shortage of funding, Norfolk County Council are reviewing how the council operate but that doesn't mean there will be any cut in services but are looking at the whole way they operate and looking for improvements. Cllr. Steward stated she will update the Council as and when information is available.

1568.3. Cllr. Steward reported she has a meeting with the Highways department within the next 2 weeks.

1568.4. Cllr. Steward reported she will be placing a regular article in the Newsletter. She also stated she will be holding a Surgery and informed the meeting she will be meeting with the Clerk and Deputy to discuss when this can be arranged.

1569. BRECKLAND COUNCILLOR report from Cllrs Shirley Matthews, Frank Sharpe and Ian Sherwood

1569.1. Cllr. Sharpe – 'Just the job' – Jobs Fair - Feedback from the team – they had 180 job applicants which pleased the companies that were represented at the fair. People were given help with their CV's and advice for new businesses. People were queuing before the doors were open. Should there be an increase in people out of work in the area another event will be organised. The fair gave job seekers the opportunity to meet people from local organisations that are actively recruiting and provided a great opportunity to speak directly with employers and agencies to hear about job options currently available. Job Centre Plus provided support and advice on subjects like interview skills and sprucing up your CV. There was also information about benefits for jobseekers and details of local training, development and volunteering opportunities. Most of the attendees were from Swaffham and surrounding villages but several had travelled from as far away as Norwich.

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1569.2. Cllr. Matthews reported – The welcome home parade will be in Dereham on the 4th December. Choice based lettings will start next month – affordable homes, social housing – people can bid to move there etc. this has to be done by e-mail but you can write to be put on the list. This will be a points system.

1569.3. Cllr. Sherwood – thanked Cllr. Sharpe for the ‘Jobs Fair’ as he noticed it and brought it to Swaffham.

1570. MAYORS’ REPORT

1570.1. Civic Events attended by the Mayor.

10th September – Kings Lynn Mayor’s Civic Reception.

23rd September – Norfolk Scouts A.G.M. – Norwich.

24th September – Presented 2 allotments to 4 local charities on behalf of the Town Council.

34th September – “Ladies Day” performance by the Swaffham Players.

30th September – Presented prizes at 1894 (Swaffham) Squadron of the A.T.C. (Air Training Corps).

4th October – Hunstanton Mayor’s Civic Service and Reception.

9th October – Launch of “Advance Swaffham”, the Town Plan.

14th October – Swaffham Mental Health Association A.G.M.

1571. MINUTES:

1571.1. The Minutes of the Town Council meeting of Wednesday 9th September 2009 were agreed and signed as a true record by the Chairman.

1572. REPORT FROM THE TOWN HALL by the Town Clerk:-

1572.1. The Mayor and the Town Clerk will be attending the Larger Councils meeting on Thursday 29th October at Crinkleford – the two topics on the agenda are ‘How Councils can Identify and Register Land, and the East of England Plan Scenarios for 2031.

1572.2 Training opportunities – the Town Clerk will highlight these as part of his report as they were received only yesterday but some are happening before the next meeting so we need to know if Councillors are interested in attending. 1) Charity Workshop on 28th October 10am – 1pm at Poringland. 2) Gypsy and Traveller Conference on 4th November 9.30am – 1pm at New Costessey and 3) Norfolk Training Partnership CILCA skills courses from 16th November through to September 2010.

1572.3 The Town Clerk asked the Council if they would like to loan their standard wheelchair to the Red Cross, as a self propelling wheelchair had to be purchased to replace this one, so it is currently stored in the cellar.

It was agreed unanimously to loan the wheelchair to the Red Cross.

1572.4 There is a lot going on behind the scenes at present with various issues in progress as we are approaching the budget season, but a more comprehensive report will be given next month.

1573. PLANNING/DEVELOPMENT CONTROL:

1573.1. Notification of Decisions/Information from Breckland Council:-

<p>a) 3PL/2009/0633/A & 3PL/2009/0666/LB Planning permission and Listed Building Consent granted for externally illuminated fascia sign and non illuminated projecting sign. 25 Market Place. Swinton Colonade.</p>	<p>b) 3PL/2009/0570/O Planning permission granted for the erection of new single detached dwelling and access works. 4 North Pickenham Road. Mr. Jamie Wright.</p>
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c) 3PL/2009/0510/F Planning permission granted for a single storey sun-room extension. Greenacres, West Acre Road. Mr. Robert Vit.	d) 3PL/2009/0582/F Refusal of planning permission for the demolition of existing garages & provision of four, two bed, dwellings, with associated parking.
e) 3PL/2009/0664/D Approval of reserved matters agreed for the proposed single storey dwelling – reserved matters following outline approval ref: 3PL/2006/1493/O	

1573.2. Consider the following planning applications:-

a) 3PL/2009/0830/F Single storey front and first floor side extension. 15 Sutton Road. Mr. T. Buckenham NO OBJECTIONS	
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1573.3. late applications received at the Mayor's discretion.

a) 3PL/2009/0861/O Cottage style one and half storey house & single garage. 33 Watton Road. Mr. Jason Spurling NO OBJECTION	b) 3PL/2009/0883/LB Re-tiling of roof, Juliet balcony, re-instating garage doors & external/internal refurbishment. 17-19 Station Street. Mr. M. Green NO OBJECTION
c) 3PL/2009/0882/F Re-tiling of roof, Juliet balcony, re-instating garage doors & external/internal refurbishment. 17-19 Station Street. Mr. M. Green NO OBJECTION	d) 3PL/2009/0622/F Erection of agricultural store building (for machinery). Snails pit Farm, Cley Road. Heygate Farms Swaffham Ltd. NO OBJECTION
e) 3PL/2009/0901/F Proposed sub division of 2 plots into 3 plots for 2 houses and 1 bungalow. Land off Norwich Road. Mr. Ian Jessett, Walnut Farm Developments. NO OBJECTION N.B. This is a re-submission of application 3PL/2009/0523/F to which the Council also had no objections	

1573.4. A report was circulated to all Councillors to consider the LDF Task & Finish Group report of the Chief Executive for the Local Development Framework: Site Specific Policies and Proposals – Preferred sites for Swaffham and Narborough – The Town Clerk and Deputy Town Clerk represented the Council at the LDF Task & Finish Group meeting held in the Assembly Rooms, Swaffham this morning. The Council discussed this at an extraordinary meeting – the site sw1 proposal generally in support of a mixed development but they felt the allocation should be split elsewhere in the town which includes the land owned by the town council and another piece of land. The third piece in this location could be used as a buffer for the A47. The preferred options would stand as they are and another option for the Town Council proposal. The sw13 the Town Council would like to include this in the business element of the proposals. The Town Clerk will circulate another report to councillors with what was said at the meeting.

The Town Clerk to circulate another report to councillors with what was said at the meeting.

1574. FINANCE:

1574.1. A draft interim list of payments for October 2009 was circulated prior to the meeting; an updated list has been circulated to the meeting this evening. It was agreed to accept the list of payments for October.

It was agreed to accept the list of payments for October.

1574.2. Correspondence was circulated to all Councillors from Mr. and Mrs. A. Bowhay; for a litter bin and a dog bin for the Kestrel Close area. As the budget has been expended for the current year, it was agreed to order and install a litter bin and a dog bin in the Kestrel Close area in the next financial year starting 1st April 2010. This will also allow the necessary site visit to take place with Mr. & Mrs. Bowhay to establish the most appropriate site and necessary permissions can be applied for in terms of licences etc.

It was unanimously agreed to order and install a litter bin and a dog bin in the Kestrel Close area in the next financial year starting 1st April 2010.

1574.3. The official notification has been received from Breckland Council in respect of setting the Town Council's Precept for 2010/2011. The deadline date of 15th December is after the Council's December meeting on the 9th which is when the Council will confirm their decision. The Budget debate will take place on 2nd December at the Finance Committee meeting, but the Precept has to be confirmed at a full Council meeting.

1574.4. The deadline for receiving tenders for the 5 year Lease of Business Premises at the Shambles, Market Place (known as former TIC premises adjacent to public toilets) was 12noon on Monday 12th October; the date for receiving expressions of interest was 30th September 2009. The former TIC building has been offered for tender over the past month, advertising in the public notices column of the EDP. There has been just one tender received for £4,250 + Vat from K.C. Cars (Andrew and Michael Wood). Following a discussion on this it was agreed to accept the tender for a five year period subject to annual RPI inflationary increases; and to consider the offer contained within the supporting letter which is relevant to the next item on the agenda.

It was unanimously agreed to accept the tender for a five year period subject to annual RPI inflationary increases; and to consider the offer contained within the supporting letter which is relevant to the next item on the agenda.

1574.5. Documentation was circulated to all Councillors to consider the review of the public toilets, tenders for public toilet cleaning contract and any other related correspondence.

N.B. An additional item of correspondence from Mr. Roger McKee has been circulated to the Council in relation to public toilets.

A 'public toilet review' document has been circulated to the Council in advance of the meeting. The review analyses a period of Public Toilet Management by the Town Council; since re-opening them at Easter 2008 following a refurbishment programme earlier that year and through to today. The Town Council at their March 2009 meeting decided upon a review of the public toilets to look specifically at two options:-

- 1) Current public toilet provision in its present location, looking at the overall cost to the town balanced against the service it provides. Is it cost effective giving best value?

- 2) Alternative public toilet provision, looking specifically at the possibility of closing the current building and offering a sum of money to two or more businesses in the town to open up their toilet facilities as public toilets under a service level agreement. Can this be cost effective giving best value?

It was agreed to hold this debate in public.

The Review starts with the recording of decisions leading into the property transfer from Breckland Council, then on to the refurbishment of the building/facilities before dealing with local management and vandalism. It moves on to a synopsis of recorded events good, bad or indifferent. It looks at two options with a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) looking at the two alternative service provisions. The Review concludes with recommendations to consider for whichever of the two options is taken forward. It was recommended that the Council agree that the time table for continuation/improvement at the current location or for change should commence on 1st April 2010; Option 1 or Option 2. The information contained in this report should also be considered with the estimates for cleaning the toilets over the next three years.

N.B. This debate is recorded in more detail rather than summarised as follows:-

Cllr. Sherwood commended the Town Clerk on the report – and stated for the report to be made available to the public and press. When the toilets were discussed originally he had concerns at that point and wanted to look at options at that time. There was a history of unpleasant things happening and could see the sense of local management, for the Town Council to take on the toilets. In the year 2008-2009 the cost is over £19,000 and in 2009-2010 we have spent £10,000 - £11,000 these are extremely large amounts. These figures are per £17- £18 per head on the precept. We have to think very hard on what we spend our tax payer's money on. How does the public want to see their money spent? We approach a number of businesses in town, they would be cleaned, they would be maintained and we budget a sum of money to the businesses. I propose we have a big sign available to say where toilets are available. I think we should consider keeping the disabled toilet within the block. I urge the council to consider these facts.

Cllr. Sharpe reported on the community toilet scheme and shocked how many councils are doing this – in Wales they get a government grant – here it started off in Richmond they have 70 participants in the scheme which means they get more footfall in their premises, then went to Lancaster city council they are getting rid of 14 toilet premises as they cannot afford, Chester, Boreham Wood Launches this month 12 month pilot scheme. The benefits to wanting to join this scheme are a free listing and link to the council's website. Dereham are thinking of the same thing they want to do the same. Disadvantages are if 50 people get off a coach at once but there are more advantages.

Cllr. Jennison – location is perfect – naively I thought we would have a lovely facility that would be vandal proof but did not consider the misuse.

Cllr. Wade stated although she does agree with the cost that are very high – just because there is a problem with the existing set up I don't think we should just throw it out. What about children with pushchairs large groups of people. I think we should look at the costs and whether it can be reduced – other places use local people to clean at a much cheaper cost – water rates should be looked at maybe there is a leak etc. We should look at the facilities.

Cllr. Darby asked what happens early in the mornings when there are no premises open when people go of to work – if we can overcome these problems then he would be for a community toilet scheme.

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Cllr. Gunner stated he took legal advice – page 16 there is no reference to DDA and maybe we should look at the proposed equality bill - I do not see how pubs and restaurants should accommodate people in wheelchairs and pushchairs. The business activity would be made to have a licence to accommodate public toilets.

Cllr. Sherwood replied – disabled toilet there at the moment I have proposed that it stays so the DDA is covered. We are not taking the disabled toilet away. With regards to Cllr. Wade - have to make compromises some things would be better and some not – the toilet have always been a problem and have cost money – we are setting our budget in December and I am not prepared to put up our precept by £17 per head.

Cllr. Wade – I do think this is a lot of money having good toilet facilities is good for the town that is a good reflection on the town if kept in a good condition. I think the benefit of using business is not good for the town. I think it is too early to consider closing the toilets when they have just been newly refurbished.

Town Clerk – the contract for cleaning the toilets is £15,000 then you have a state of the art wash facility contract for this which is too expensive. It is recommended that a working party should look at all the options to bring to a future meeting.

Cllr. Sherwood – the advantage of closing toilets is drug abuse at the toilets – they would not use toilets in businesses. I hear what the Town Clerk says and happy to go along with it but we are elected to look at what be we think is the best for the town. Decisions have to be made.

Cllr. Wade – if they are not using the toilets they would be using somewhere else, it does not get rid of the problem.

Cllr. Sherwood – it would not expose the public including young people to needles and drug use.

Cllr. Matthews proposed and Cllr. Sherwood seconded to make the decision tonight.

It was agreed with 5 votes for, 1 against and 2 abstentions to make the decision tonight.

Cllr. Matthews proposed and Cllr. Sherwood seconded to accept option 2.

It was agreed with 5 votes for and 3 against to accept option 2.

Cllr. Ann Steward left the meeting at this point.

Following the discussion it was agreed for a working party to implement option 2 – Cllr. Sherwood, Cllr. Matthews and Cllr. Jennison volunteered. Although Cllr. Wade could not spare the time to sit on the working party if her expertise is needed she would help in various parts if necessary.

Cllr. Wade – stated if it is not practical should be looking at other options in parallel just in case option 2 is not practical.

1574.6. A request from Swaffham Museum was circulated to all Councillors to consider the use of the wall space in the passageway leading from the Museum to the Council offices and the 'alcove' provided by the old window. N.B. This is an area that the Council are currently looking at for their own displays in regard to what we manage around the town.

There was no objection but depends if the Town Council wish to use this for their own displays, and permission to use the wall from Andrew Gayton.

1574.7. Another request was received from Swaffham Museum to use the courtyard on a regular basis; (once a month) for special events.

It was agreed for the Museum to use the courtyard on a regular basis; (once a month) for special events.

1574.8. A request has been received to extend Service Level agreement for the Tourist Information Centre at the Museum – for a period of 3 – 5 years.

Swaffham Museum Ltd has considered the future running of the Tourist Information Centre service in the town. They have indicated that they would like to take on a further period of 3 to 5 years under the current terms. It was suggested the Town Clerk enter into discussions with the Museum with a view to agreeing a three year extension of the current Service Level Agreement under the current terms. It was reported there is some tension from the friends some want the TIC and some don't. There needs to be someone in charge, more training is needed. The Town Clerk stated we have only had 1 complaint in the time that they have been doing it. The comments have been mainly positive.

The Town Clerk was instructed to enter into discussions with a view to agreeing a three year extension of the current Service Level Agreement under the current terms, insisting on training and having some one in charge.

1575. GENERAL CORRESPONDENCE:

1575.1. Correspondence from Mrs. A. Houghton regarding the Civic Twinning Exchange was circulated to all Councillors for information only.

The correspondence with Mrs. Houghton confirms her previous participation with the Civic twinning involving Couhe back in the 70's. The Town Clerk has put her in touch with the Twinning Association who have confirmed they have updated her in respect of the forthcoming events next year and the twinning experience of today.

1575.2. Correspondence with Norfolk Lowland Search and Rescue regarding financial support was circulated to all Councillors for information only.

A standard request for funding had been received and rejected as this organisation do not fit the criteria of being from within the town.

1575.3. E-mailed correspondence with Craig Allen regarding removal of tyres and other issues at Tumbler Hill allotments was circulated to all Councillors for information only.

A lengthy exchange of e-mails with Craig Allen regarding removal of tyres and other management issues in respect of the Tumbler Hill allotments has been circulated to the Council for information. Mr. Allen continued the argument basically because he did not agree with the Council's decision. There has been contact with the local media, Councillors from principal authorities and officers from the Department of Communities & Local Government.

It was reported an email has been received from Mr Allen and he was advised that a decision cannot be re-visited for 6 months.

It was agreed with 8 votes for not to re-visit the decision.

1575.4. E-mailed correspondence with Mrs. Emmett regarding dog bin at Filby Road was circulated to all Councillors for information only..

Mrs. Emmett was chasing a response in respect of the Council's decision in favour of placing a dog bin at the corner of Filby Road. She was unaware that there was no Council meeting in August so the length of time without contact or action appeared to be longer than it actually was.

1575.5. Correspondence with Mr. D. Dixon regarding access to allotments via Princes Street was circulated to all Councillors for information only.

A copy of a letter sent to Mr. Dixon regarding the Council's decision regarding complaints of allotment holders driving at excessive speed. The letter notified Mr. Dixon of a circular letter to all allotment holders and no changes to rules and regulations

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1575.6. A copy of Norfolk Association of Local Councils Annual Report 2008/09 was circulated to all Councillors for information only.

1575.7. E-mailed correspondence with Mr. T. Goddard regarding Merryweather Road anti-social behaviour issues was circulated to all Councillors for information only.

Following comments made in the public session at the meeting last month there has been e-mailed correspondence with Mr. T. Goddard regarding issues raised with the police. The Town Clerk will make a report available to Mr. Goddard when it is complete.

1575.8. A circular letter and Norfolk RCC 'Signpost' newsletter September 2009 was circulated to all Councillors for information only.

1575.9. A copy of 'Norfolk Link' journal of Norfolk association of Local Councils was circulated to all Councillors for information only.

1575.10. A copy of the annual report from Dereham, Watton and Holt citizens' Advice Bureau 2008/09 was circulated to all Councillors for information only.

1575.11. Notification of NHS Norfolk's Annual General Meeting and Health Fair – 30th September 2009, 12 midday – 2pm, Top of the Terrace, Norwich City Football Club was circulated to all Councillors for information only.

1575.12. Advice from HM Revenue & Customs regarding off street parking by local authorities was circulated to all Councillors for information only.

This advice was received as a result of a Vat inspection earlier this year. The information relates to income generated from car parks which wasn't the issue raised, it was Vat on the administration fee charged to Breckland. The response received was that no Vat is charged for services between local authorities.

1575.13. A circular letter and leaflet from the Transition to Secondary School Officer, Wendy Bradnam, Norfolk Parent Partnership was circulated to all Councillors for information only.

It was agreed to send a copy of the letter to KLARS

1575.14. A circular letter of invitation to be involved in Swaffham Junior School Aspirations and Ambitions Week beginning 12th October was circulated to all Councillors for information only.

1575.15. Correspondence has been received to consider attending Norfolk RCC's AGM on Tuesday 3rd November 2009 at 4.00pm at the RCC's Dereham offices; also a copy of a summary of changes to their Articles of Association.

If any Councillors wish to attend this AGM to notify the Town Clerk in order that the RCC can be notified accordingly. The Council can also make comments re-the proposed changes to the Articles of Association.

1575.16. Correspondence has been received from Christopher Fraser MP regarding supporting the Early Day Motion 1545 the Sustainable Communities Act. There was nothing further to raise in respect of the Sustainable Communities Act.

1575.17. Correspondence has been received from Swaffham Museum Ltd to use the Campingland for an 'Old Fashioned Summer Fete' on Monday August 30th 2010.

It was agreed to grant permission to Swaffham Museum Ltd to hold an 'old fashioned Summer Fete' on Monday August 30th 2010 on the Campingland on the proviso that the area is clear of litter after the event and any damage to the ground is put right by the Museum.

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1575.18. Correspondence has been received to consider a request from the Breckland Christian Fellowship regarding Christmas Festivities around the Buttercross on Friday 18th December with a Christmas Tree and lights.

It was agreed to grant permission to Breckland Christian Fellowship to supply and erect a Christmas Tree with lights in time for Christmas festivities around the Buttercross on Friday 18th December.

1575.19. An e-mailed note has been received from the Icen Partnership regarding events in the town to celebrate Christmas. The e-mailed note from the Icen Partnership to Project Officer Dave Bek highlights the issue of Christmas festivities for the town. It was suggested for the Town Partnership to give consideration to this.

It was agreed for the Town Partnership to give consideration to this.

1575.20. A letter has been received from Kelly M. Barker for a 8' by 10' Poly Tunnel on Allotment 41 at the Shouldham Lane site.

It was agreed to grant permission for an 8' x 10' Poly Tunnel on allotment 41 at the Shouldham Lane site for Kelly M. Barker.

1575.21. A letter has been received from Mr David Ward to consider a request - Sycamore Tree on the Recreation Ground behind 56 Greenhoe Place.

A letter from Mr. David Ward referred to a site meeting at the Recreation Ground on 16th February with the Town Clerk and tree surgeon David Machin in attendance. Mr. Ward was of the impression that the branches of a certain tree adjacent to Mr. Ward's house have not had the boughs removed as agreed. In fact what had been said by Mr. Machin on site was that of course he could remove the boughs, but this is an expense the Council would have to agree to. They are not a health and safety hazard from a Town Council perspective and therefore would not be regarded as an urgent or legitimate expense, as the budget for tree maintenance had been agreed. It was pointed out that Mr. Ward himself could take down the boughs over his property providing he notifies the Council. If he could not carry out this work he could instruct a contractor at his expense. However, as a result of the latest correspondence the Town Clerk has given instructions to the tree surgeon to look specifically at the issues raised by Mr. Ward and deal with them as part of his annual tree report for the Recreation Ground. If the tree surgeon confirms that they are a public health & safety issue, then the expense will be down to the Town Council, if not then any expense will be down to Mr. Ward.

It was agreed to accept the advice from tree surgeon and pass on any estimate if appropriate to Mr. Ward.

1576. COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1576.1 FINANCE & GENERAL PURPOSES Committee	28 th July 09	21 st October 09	
1576.2 OPEN SPACES & AMENITIES Committee	22 nd July 09	4 th Nov 09	
1576.3 PLANNING Committee	13 th Aug 09		

<p>Page 951 1576.4 RECREATION GROUND Committee</p>	<p>22nd July 09</p>	<p>4th Nov 09</p>	
<p>1576.5 TOWN PARTNERSHIP Committee</p>	<p>28th May 09</p>	<p>9th Oct 09</p>	<p>E-mailed correspondence and the necessary Committee report had been circulated from the LSP Board meeting on 10/09/09. Having been informed that the Swaffham's Market Traditions bid of £10,500 would be funded subject to further information being received. The bid we are told is being shelved to allow other applicants to re-submit their bids as they haven't had sufficient time to get the information to Breckland. A final decision will now not be taken until January 2010.</p> <p>Congratulations to the Town Partnership Committee on the launch of 'Advance Swaffham' on Friday 9th October at the Community Centre.</p>
<p>1576.6 PERSONNEL</p>	<p>11th May 09</p>	<p>16th Oct 09</p>	
<p>1576.7 MARKET</p>	<p>21st Sept 09</p>		<p>To consider correspondence with Mr. N. Wye-Harris Market trader and Mrs. G. Wye-Harris regarding change of licensee, reduction in stall frontage and outstanding account.</p> <p>The correspondence with Mr & Mrs. Wye-Harris has been on-going this past month. The Town Clerk has advised them that as their issues were dealt with by the full Council not the Market Committee there is no appeal process. He has advised them of the Council's standing orders in respect of the six month consideration rule. He has advised them to pay the outstanding money due to bring the situation within the terms and conditions of his licence and then state their case, which he would bring to this meeting but advising that the Council can refuse to discuss the matter if they wish under their standing orders.</p> <p>There has been no money received and no further contact since the last letter sent by the Town Clerk on 23rd September. The Council need to give clear instruction to the Town Clerk as to enforcement and management of the outstanding debt.</p> <p>It was agreed for the Town Clerk to deal with the enforcement and management of the outstanding debt.</p>

Page 952			<p>Italian market – request yes to charge casual pitch fee and to have public liability –</p> <p>It was unanimously agreed to charge casual pitch fee and to have public liability.</p>
1576.8 Youth Council	7 th Oct 09	19 th Oct 09	The Council were reminded that the Rock Night was being held in the Assembly Rooms on Saturday 17 th October.
1576.9 Twinning Liaison Committee	28 th Sept 09	1 st March 10	<p>E-mailed correspondence relating to a grant application for the Civic Twinning Visit. The Town Clerk reported of difficulties submitting a grant application prior to a 30th September deadline via the EU website. Apparently a further deadline of 1st February 2010 removes the frustration of being unable to submit through the proper channels. There is no guarantee of success, but at least this application will be given due consideration.</p> <p>Minutes of the meeting held on 28th September will be distributed in due course. It was an extremely constructive meeting.</p>

1577. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1577.1. Icen Partnership (Cllrs Darby, Matthews & Lister)

1577.2. Swaffham Museum Ltd (Cllrs Butters & Gunner) One vacancy

1577.3. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

1577.4. Swaffham Infant School (Cllr Skinner)

1577.5. Safer Neighbourhood Area Partnership SNAP (Cllr David Wickerson)

Will David be invited to attend the new things – Shirley said that he was asked to chair the new one but does not know if this is the case.

1577.6. Local Area Group LAG (Cllr Shirley Matthews)

1577.7. Swaffham Town Estate (Cllrs Butters and Darby)

1577.8. Swaffham & District Tourism Association (Cllr Wickerson)

1577.9. Olive Tree Project (Cllr Skinner)

1577.10. Horticultural Society (Cllr Lister)

1577.11. Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

Coffee Morning this Saturday at the Methodist Church – Grand Draw 27th September at the Assembly Rooms. Cllr. Sherwood asked for an up to date report on what is going on – Cllr. Wade will ask the executive committee to sort this out.

1577.12. Garden Science Trust (Cllr Wade)

1577.13. Health Forum (Cllr Wade)

1577.14. Breckland CCTV Group (Town Clerk)

1577.15. Swaffham Community Transport (Cllr Gunner)

A written report has been circulated to the Councillors at the meeting this evening by Councillor Charles Gunner.

1577.16. Learning Partnership (no representative)

1577.17. Norfolk Association of Local Councils (Cllr Matthews)

1578. BRECKLAND COUNCIL.

1578.1. Correspondence was circulated to all Councillors for information only regarding environmental/maintenance concerns from a 'Concerned Norfolk Visitor' was passed on to Breckland Council.

1578.2 A report has been received in respect of the recent Job's Fair held at the Assembly Rooms in Swaffham on 1st October. The event was organised by Breckland Council and Job Centre Plus along with Orbit Housing and Cotman Housing Association. Over 180 people attended and the event was declared a success.

1578.3. A request has been received to consider Street Naming and numbering for the Hatchery site at Castle Acre Road, Swaffham. The proposed name is 'Admiral Wilson Way'.

It was agreed to accept the amended name put forward by the developer of 'Admiral Wilson Way'.

1578.4. LATE ITEM – A request has been received to consider a street name of 'Holm Oak Gardens' for a small development close to Oak Drive off the Watton Road.

It was agreed to accept a street name of 'Holm Oak Gardens' for a small development close to Oak Drive off the Watton Road.

1578.5. The Town Clerk reported it was recently discovered that the application for the Designated Public Places had stalled. So following discussions with Inspector Ady Porter the Town Clerk agreed to write formally to Breckland Council based on what had been agreed previously by the Town Council. This appears to have kick-started the process once more and we are now working towards taking this to the relevant committee at Breckland Council on 18th November to confirm the order. The effective date needs to be confirmed with the Police and signage needs to be in place. With regards to signage Breckland have obtained a grant in excess of £1,000 from the Crime Reduction Partnership towards the capital cost. The Town Clerk has agreed that Town Council staff can erect the signage providing Breckland have obtained all necessary permissions from land or property owners.

1578.6. It was reported the first liaison meeting with Rob Barlow, Director of Governance and Finance was yesterday afternoon and this was a case of picking up where the previous meetings left off back in July. It is hoped to report of some progress on all fronts in the months ahead. The purposes of the meetings are to prompt various departments where on-going issues are taking longer than they should. To inform the Town Council of things happening in the pipeline before they become public. To generally discuss any issue in an informal way to sound out issues before they become part of the formal Council arena.

1579. NORFOLK COUNTY COUNCIL.

1579.1. Information relating to Sport and Physical Activity and Community Level was circulated to all Councillors for information only.

This information leaflet was circulated to Councillors regarding available funding at a local level to develop bowls clubs, rugby clubs, disability sports clubs, village cricket and tennis clubs and many more. The grants are from £50 to £1,000.

1579.2. A discussion took place relating to the recent installation of double yellow lines in 'Spinners Lane'. This was dealt with in the public session. The Town Clerk will discuss this with Jason Glasspoole

It was agreed for the Town Clerk to discuss the double yellow lines in Spinners Lane.

1580. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1580.1 Friday 16th October 2009 – **Personnel Committee** – 11.30am at the Town Hall.

1580.2 Monday 19th October 2009 – **Youth Council** – 6.30pm at the Town Hall.

1580.3 Wednesday 21st October 2009 – **Finance & G.P. Committee** – 7.00pm at the Town Hall.

1580.4 Wednesday 4th November 2009 – **Recreation Ground Committee** – 6.30pm at the Town Hall.

1580.5 Wednesday 4th November 2009 – **Open Spaces Committee** – 7.30pm at the Town Hall.

1580.6 Wednesday 11th November 2009 – **Full Council** – 6.45pm at the Town Hall.

1581. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1581.1. **To receive and consider confidential report from the Town Clerk re- progress on the proposed sale of allotment land and to set a date for an extraordinary meeting.

The Town Clerk advised the Council in respect of on-going issues surrounding the Shoulder of Mutton and Days Field former allotment sites.

1581.2 It was reported that Project Officer Dave Bek would be leaving the Council at the end of December taking up a new position at the University of Durham (a two and a half year post). He will leave us with our grateful thanks for the good work he has carried out for the Council in respect of the Town Plan in particular and with our good wishes for the future. The Town Clerk would be discussing the staffing issues including recruitment with the Personnel Committee in due course.

Meeting finished at 9.17p.m.

Chairman

Public Session – Appendix 1

Anne Greaves – Friends of the Rec – Thanked the Town Council staff who supported them on the community planting day especially Mike, Simon, Michelle and Kerry who came with all her family. Very special and very useful.

Michael Ranoof – Council reaction to report more homes being built in Swaffham 749.

Town Clerk - that includes development already in the pipeline including Redland and Abel Homes there are other smaller developments – this is not immediate it is up to 2026. The Town Clerk stated he attended a meeting this morning relating to the LDF.

Michael my concern is the infrastructure of town such as shopping, transport.

Cllr. Sherwood – Town Council has discussed this in details control of the town is the only way forward for the growth of the town we are always hearing there is no housing for local people personally I welcome it.

Town Clerk – there will be another consultation that will last 6 weeks.

Tony Dickens – Toilets – would like the council to keep them as they are. There is deterioration in the gents – the materials seemed to be inappropriate the hand washer looks dirty but they are probably just stained. Urinals disinfectant block that looks yellow – would like to urge the council to get some recompense and a different material. Don't know why this debate is not in the public session as the public would like to know.

Sue Chittock – Spinners Lane double yellow lines – it does not go as far as the bend – that is a very narrow road and is still some problem.

Town Clerk – Cllr. Lister was going to urge to council to raise it with Jason.

Craig Allen – information regarding a wall of tyres – just like to ask you to revisit the situation – if you could look at it again in 6 months. The health and safety reasons I was not told what they are.

Finished 7.01