

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 8th July 2009 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr D. Harman

Councillors: - Mr D. Butters, Mr P. Darby, Mr C. Gunner, 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

Norfolk Constabulary: - PCSO Lisa Brown
Mr Tim Lidstone-Scott - Peddars Way and Norfolk Coast Path

Public: - 3

1522. APOLOGIES & REASONS FOR ABSENCE.

1522.1. Cllr Sherwood – Work commitments.

1522.2. Cllr Baker – Work commitments.

1522.3. County Councillor Ann Steward.

1523. DECLARATIONS OF INTEREST – for items included on the Agenda.

1523.1. Cllr Darby declared an interest on items 1529.2, 1530.1b, 1530.1f and 1530.1g.

1523.2. Cllr Butters declared a personal interest on item 1534.3 as he is a resident. Cllr Butters also declared an interest on anything to do with the Museum.

1523.3. Cllr Gunner declared a personal interest on item 1533.1a.

THE MEETING WAS ADJOURNED AT 6.48p.m. for the public session.

THE MEETING RECONVENED AT 6.50p.m.

1524. 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:-

1524.1. PCSO Brown gave a police report to the Council. A copy of the crime figures for May and an update on Merryweather Road have been circulated to Councillors. The next SNAP meeting will take place on the 11th August in the Assembly Rooms. The crime statistics since the last meeting are 52 with 9 detected. These include theft from shops, criminal damage, drugs, and theft from motor vehicle, burglary dwelling, and burglary other, miscellaneous.

The current priorities the police are working on include Merryweather Road. Headway is being made on this; the police are working alongside the youth a lot more. There was an attempted vehicle theft at Tumbler hill, possibly got an offender for that. The next CAD meeting will take place on the 11th August which could possibly be the last meeting. More information will be available at the next meeting.

Cllr Sharpe – Have the 7 thefts from shops that were included in the statistics have been detected?

PCSO Brown - It is believed that 5 of the 7 were.

1524.2. PEDDARS WAY & NORFOLK COAST PATH report from Mr. Tim Lidstone-Scott on the Peddars Way and Norfolk Coast Path Framework for Development. Mr. Tim Lidstone-Scott was invited to the meeting by the Town Council following receipt of the Framework for Development at their meeting in May. Councillors each received a brochure giving more details. The Peddars Way and Norfolk Coast path is funded largely by Natural England and Norfolk County Council. There are 93 miles with over 69 individual walks between April and October 2006.

Page 911

Part of the vision is to promote and encourage people to use the route. The document is divided into 3 sections: -

- managing the route
- looking to influence the corridor
- providing high quality info for users

Mr Lidstone-Scott highlighted sections 3 – 6.

Information can provide brand logos for web publicity etc and explore new ways in providing information. An extensive website which could also be linked to the Town Council is the main source of information to people. Radio Norfolk is about the start a series on the Peddars way. We need to explore how to encourage younger walkers through geo-cashing. Information on public transport is encouraged and the organisation is working with County Council and private companies. Work with accommodation providers is aimed at long distance walkers but will look at the short distance walkers to include pubs etc along with the promotion of locally sources products being looked at. Downloadable pdf walks of the route will be included on the website. Long distance walks allow you to appreciate the countryside that you are walking through. Equal access produce an access for all pack which include large maps, Braille guide etc.

Cllr Darby – There is not a lot of really good places to start the walk mid way through because there is not a lot of places for people to park.

Mr Lidstone-Scott – We need to encourage people not to drive into the countryside and to use public transport more. The last thing we want to do is to provide car parks.

Cllr Wickerson – When the necessary publications are available can you make sure the Tourist Information Centre's are supplied with a good copy. People looking for local walks come in regularly asking for maps.

Mr Lidstone-Scott – These will be available on the web but I can make local walks available the TIC.

Cllr Jennison – How many gateways are there?

Mr Lidstone-Scott – These are the market towns – Fakenham, Cromer, Swaffham etc.

Cllr Wade – Do you have any links to cycle paths?

Mr Lidstone-Scott – There is a link on the website but unfortunately there is a not cycle route on the coast.

The Mayor thanked Mr Lidstone-Scott for attending the meeting and his informative report.

1524.3. Market trader Mr Badwal was in the audience. Cllr Wickerson proposed to allow Mr Badwal to address the Council on the issue of his market stall and move forward this item listed further down the agenda.

It was agreed with 9 votes for and 1 against to suspend standing orders to allow Mr Badwal to address the Council.

Standing orders were suspended at 7.12p.m.

Mr Badwal currently sells women's wear on his market stall. He had applied to the Market Committee to sell menswear within his pitch. There is another trader who is located close to Mr Badwal who currently sells menswear and who wrote a letter of objection. The Committee decided to allow Mr Badwal to include menswear but he would either have to move his current pitch to a different location on the market or have two separate pitches. Mr Badwal objected to the Committees decision and resulted in his attendance at this meeting. There followed a lengthy discussion.

It was agreed to allow Mr Badwal to include the sale of men's clothing to his market licence with the proviso that his market pitch be increased by 8ft to accommodate this. It was also agreed to make Mr Badwal aware that if at any time in the future a request is made to reduce the pitch size in the future then the Council and/or Market committee reserve the right to re-consider the permission given to sell men's clothing.

Standing orders were resumed at 7.22p.m.

1524.4. County Councillor report from Cllr Ann Steward.

Apologies had been received from Cllr Steward who could not be in attendance but she has asked to pass on these details:-

Cllr Steward would like to express her sincere wishes to all of the Town Council, and is so sorry not to be there. At County Council, really not much has happened, as Councillors are still bedding in. Personally, she has been allocated the Planning Regulatory Committee, Fire and Transportation and the general Planning Committee. She is looking forward to attending these, and sharing the information with the Council for the next meeting. Daniel Cox has been elected as the Leader of the Council, and we wish him every success in continuing to keep the Council an excellent 4 star Council. Cllr Steward has had many telephone calls from people in Swaffham and the villages, congratulating her with her election success, and is looking forward to now getting stuck in to help with any issues. If anyone wishes to contact Cllr Steward they can phone her mobile on 07766055095

1524.5. Breckland Councillor report.

It was stated at the previous meeting that the three District Councillors would take it in turns to give the Breckland Council report, but the option is still open for any of the District Councillors to address the Council.

Cllr Sharpe reported that Breckland is instigating a new competition for residents to win a year's free electricity. The competition comprises of 6 easy questions, 5 houses in the district will be shortlisted. Breckland have appointed a new Pride in Breckland co-ordinator by the name of Richard Wells.

1525. MAYOR'S REPORT

1525.1. Civic events attended by the Mayor.

14 th June	Thetford Mayor's Civic Service & Reception
21 st June	Desert Rats 7 th Armoured Division Annual re-union and remembrance service at their memorial in Thetford Forest. A wreath was laid on behalf of the Town Council.
22 nd June	Swaffham Youth Town Council Inaugural AGM in the Council Chamber.
2 nd July	Wisbech Mayor's 'At Home' reception: Part of the Annual Rose Fair.
3 rd July	Breckland meeting and presentation with the Portuguese Consulate (improving integration of immigrant population into the community) at the Community Centre with Richard Bishop.
5 th July	Swaffham Mayor's Civic Service and Reception.

1525.2. Urgent reports at the Mayor's discretion.

There were no urgent reports.

1526. MINUTES

1526.1. The Minutes of Wednesday 10th June 2009 were agreed by the Council and signed as a true record by the Chairman.

As a matter to note: Representative of outside bodies has not been updated, this is an agenda issue.

1526.2. The Minutes of Tuesday 30th June 2009 (extraordinary meeting) were agreed by the Council and signed as a true record by the Chairman.

1527. REPORT FROM THE TOWN HALL

1527.1. Report regarding the acquisition of an 'Armed Forces Day – 27th June' flag. Following a discussion with the Mayor the Town Clerk ordered an armed forces day flag for £10.

It was agreed to fly the Armed Forces Day Flag for the duration of the remembrance.

1527.2. Report of a training day attended at Dunston Hall on 6th July - 'the public purse – financial management'. The Town Clerk and the Deputy Town Clerk attended this course on Monday this week. This was an update regarding the proper practices for local councils. The course looked at the year end, managing risks, payment income and controls, annual statement of accounts and governance statements, internal and external audit, assets management, routine accounting and budgeting, the responsibilities of the Council, the Clerk and the Responsible Finance Officer, payment sources, sources of income, risks to incoming money, the revenue budget processes, influences on the revenue budget, the cash book, bank reconciliations, sources of help and the practitioners guide. It was an excellent course that has given the Clerks guidance in how to improve certain systems or procedures, to give further transparency or clarity but most of all reassurance that most of what is being done is already best practice and meets statutory legal responsibilities as a Quality Council.

1527.3. Report on work experience students currently working in the office and at the Cemetery. There is currently a young man on the work experience scheme (Kieran) working in the office for the remainder of this week. The second work experience student who was due to work in the Cemetery helping the Grounds man, but was moved to another location by his parents who were concerned about the type of work he would be doing.

1527.4. Correspondence with Ivan Bubbear regarding the Public Toilets and report of subsequent meeting. The Mayor and the Town Clerk met with Mr. Bubbear on 18th June as the offer of attending a meeting was taken up. This allowed a number of issues to be discussed and information gaps to be filled where necessary. This was caused by at least two management meetings held in private session, one with Breckland Council and another to allow policy shaping to take place prior to a more formal Council meeting where minutes would be taken and the public being in attendance. The Town Clerk accepted that in terms of recording history the minutes at meetings do not always tell the full story. There were two occasions where a brief summary of management meetings could have been recorded in the formal minutes which may have avoided any misunderstandings in respect of giving the important issues sufficient consideration. On reflection this was a lesson that could be learned for future issues where there is a need to shape policy away from the formal meeting arena.

1527.5. Report of RAF Marham Parish Councils meeting attended on 29th June. The Town Clerk and Cllr Shirley Matthews attended the Parish Councils briefing meeting at RAF Marham. The first half was a general update on the RAF in its widest sense, showing the capabilities of the modern air force. The second half of the meeting related more to the station at Marham and its hinterland villages sandwiched in between the towns of Swaffham and Downham Market. There were one or two gripes about localised management issues or communication breakdowns. The main issue that will be coming out to the parishes and the towns is the matter of improving community relations and increasing usage of the facilities available inside the wire at the RAF base by the general public located outside the wire. There will be discussion and consultation on how best to achieve this, as there are security implications to overcome. It is very much a two way process, it is what you can do for RAF Marham and in return you will be able to use the facilities.

1527.6. Report of a site meeting attended with Simon Dade, Breckland Council at Merryweather Road, e-mailed correspondence between the five Market Towns and Breckland Council. The Council have not seen the paperwork relating to the transfer of the Merryweather Road play area and open space. Various issues were highlighted in the e-mailed exchanges between Inspector

Page 914

Ady Porter and the Town Clerk recorded at 3.1 earlier in the agenda. Many of these issues have been addressed by Breckland Council or their contractors Serco. The site meeting was to note the progress of the works being carried out on site. There is a consultation going on at the present time through our Youth Council and the Youthie Groups relating to the play area and the close proximity of a youth shelter. The Council should not pre-empt the results of this consultation, but when the results are known the plan is to take this either through full Council or one of our Committees who will formulate a proposal which could be taken to the residents for final comment before making a decision. The police view is that the youth shelter should be re-located elsewhere in the town. There are many residents who have been critical and quite vocal in condemnation of any efforts to improve matters on site and the majority appear to be against retaining the youth shelter, but with no alternative ideas forthcoming for how to resolve the issues. The young people using the play area, youth shelter and the green space need to be part of the solution, so do the residents living on the estate. It is also a multi-agency approach that is needed to resolve the long term anti-social behaviour problems.

1527.7. Play Areas & Open Spaces. Breckland are in the process of conveying play areas and the open space to the town. There is a discussion going on amongst the five Breckland Town Clerks regarding a clause to claw back 50% of the profit from any potential sale of land in the future. This is a topic for discussion in the next officers meeting with the Chief Executive on 13th July.

1527.8. Report on other on-going business.

The administration has been dominated recently by the work involved in transferring data from one accounting system for last years accounts to enable this years accounts to be completed and signed off. Substantial progress has been made and will be completed to allow the Finance Committee to receive supporting data for the year end at their meeting on 29th July.

1527.9. The Town Clerk and the Mayor attended an event at the Community Centre on 3rd July with the Vice Chairman of the Youth Council Mario Goncalves. The event was to meet the Portuguese consulate, with Icen Partnership and Breckland Council doing presentations on the work going on in the Town. It was a very good event and other issues from that meeting will come to the fore in Committee meetings as the year progresses.

1528. PLANNING/DEVELOPMENT CONTROL:

1528.1. Notification of Decisions/Information from Breckland Council:-

3PL/2009/0229/O Approval of reserved matters granted for the erection of single storey dwelling with rooms in roof. Land adjacent to 101 Southlands. P.G. Bailey & Son Ltd.	3PL/2009/0335/D Approval of reserved matters granted for demolishing bungalow & erecting 5 single storey dwellings and garages. Oakwood Property Services.
3PL/2008/0638/LB Listed building consent granted for the conversion and first floor addition to create 4 dwellings. The Manor House, Norwich Road. Mr. Mervyn Gribbon.	3PL/2009/0421/F Planning permission granted to demolish single garage & replace with double garage (amendment to 3PL/2007/0724/F)
3PL/2009/0233/F Refusal of planning permission to redevelop garden area for the erection of two bungalows with separate garages and new driveway. Mr. David Wall.	3PL/2008/0639/F Planning permission granted to convert stable block to residential development – 4 units and access drive. The Manor House, Norwich Road, Mervyn Gribbon.
3PL/2009/0370/D Approval of reserved matters granted for the erection of single storey dwelling (plot 6). 45 Watton Road.	3PL /2009/0177/F Planning permission granted to convert barn to create separate dwelling. Lime Kiln Cottage, Lynn Road. Mr.

Page 915 Oakwood Property Services.	Brian Baxter.
3PL/2009/0283/F Planning permission granted for the remodelling & extension to existing store to provide office & associated ancillary accommodation, entrance lobby, W.C & kitchenette.	3PL/2009/0320/F Planning permission granted for the erection of two satellite antennae (900mm and 600mm) and one television aerial.
Planning Appeal dismissed APP/F2605/ A/09/2098286 for the erection of a 2-storey house and garden wall application no. 3PL/2008/1373/F Mr. M. Gathercole.	

1528.2. Cllr Wickerson requested that Breckland is asked if they could send a letter of explanation on planning decisions made at Breckland are different to the comments made at Town Council level. Cllr Sharp explained that ones that are slipping through are those that are dealt with under delegated authority, he will chase this up on Monday. He also explained that applications would go before the planning committee and not through delegated authority when a representative of the Council calls in a planning application by a ward member.

Cllr Matthews pointed out that once a year Breckland puts on training for parish councillors for planning, Swaffham Town Council are not very good at going to training.

1528.3. Planning applications:-

a) 3PL/2009/0515/F Single storey side extension. 124 Southlands. Mr. & Mrs. M. Robinson. NO OBJECTION	b) 3PL/2009/0493/F Two storey extension, orangery link conservatory & kitchen conservatory to front with demolition of kitchen. Vine Cottage, Pleasant Row. Mr. I. Swadling. NO OBJECTION
c) 3PL/2009/0454/F New customer entrance/exit & shopfront, new roller shutter to entrance lobby only, new air conditioning kit on flat roof. 77 – 81 Market Place. Iceland Foods. NO OBJECTION	d) 3PL/2009/0523/F Proposed replacement of 4 & 5 bed houses with 2, 3 bed houses & 1, 3 bed bungalow. Land off Norwich Road. Mr. I. Jessett. NO OBJECTION
e) 3PL/2009/0564/F Proposed extension within existing internal courtyard. Meadow House Nursing Home, Norwich Road. Healthcare Homes Group Ltd. NO OBJECTION	

1528.4. Late applications received at the Mayor's discretion.
There are no late applications to consider.

1528.5. Planning correspondence, or notifications of planning enforcement & TPO's.
The Development Control Committee will be dealing with Application 3PL/2009/0331/F at their meeting on 13th July. It is a retirement village comprising of a care home, cottages, access and parking by Stanfield House, Lynn Road.

1529. FINANCE:

1529.1. Accounts for Payments for July 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 July were agreed for payment

Page 916

1529.2. An offer has been received from Mr. R. C. Oxer, a warrener who lives in the town; to deal with the problem of rabbits and rodents on the allotments. The problem of keeping on top of the pest control on the allotments has been much worse this year than in previous years.

It was agreed take up Mr. Oxer on his offer to provide a solution to the problem free of charge.

1529.3. A request has been received from Mrs. Eileen Emmett for a dog bin at an alley adjacent to Hickling Close. At the present time the Council do have sufficient money in the budget to provide a dog bin in this location. Cllr Jennison proposed and Cllr Gunner seconded to provide a bin in this location.

It was agreed with 9 votes for and 1 against to provide a dog bin at the alley adjacent to Hickling Close subject to a site meeting and a street licence being obtained.

1529.4. Information relating to a buying group from Cllr Ian Sherwood. This issue came from last months meeting. As Cllr Sherwood is not in attendance this will be put on the next agenda.

1529.5. Response from the Baptist Church regarding rabbits in their burial ground and to consider what further action to take. The Baptist Church does not wish to pay for the eradication of rabbits in their burial ground. They would consider the cost if the Council supply the details. Cllr Lister proposed and Cllr Jennison seconded to ask Mr Oxer if he would be interested in dealing with this.

It was agreed with 5 votes for, 3 against and 1 abstention to ask Mr Oxer if he would be interested in dealing with the rabbits in the Baptist free of charge. If he is not to then ask for a quote from him.

1530. GENERAL CORRESPONDENCE:

1530.1.a) A copy of the correspondence with Mr. Tom Shephard regarding the Nelson Memorial Gates at Haspall's Road Recreation Ground has been circulated to Councillors at the meeting. It was a complementary letter from Mr. Shephard regarding the work carried out to restore the gates.

1530.1.b) A copy of correspondence with Ms K. Mears relating to the notification policy for chickens, chickens & cockerels, horse and bees on allotment sites in the town has been circulated to Councillors. This policy for notification is now in operation, this is correspondence with Ms. Mears who raised the matter.

1530.1.c) A copy of 'Norfolk Link' May 2009 - newsletter of Norfolk Association of Local Councils has been circulated to Councillors.

1530.1.d) A copy of correspondence with W.F. Smith & Co/Fosters/Brown & Co concluding outstanding monies settled for preparation of allotment reports, finances shown at 8.1. on the agenda has been circulated to Councillors. A sum of £500 was deducted from the final account with Brown & Co for uncompleted work related to the allotments, solicitors costs were £475, so a net saving of £25 was achieved in addition to the matter of principle stance that was upheld.

1530.1.e) A copy of e-mailed correspondence with KLARS related to extending their tenure at the Town Hall until 31st March 2010 for the migrant worker drop-ins has been circulated to Councillors. The correspondence confirms that they are working on the issues raised by the Town Council in relation to their long term funding. A meeting will be arranged with the Town Clerk prior to the budget in December and they are grateful for the Town Council's continued support in relation to the extension to their tenure at the Town Hall until 31st March 2010.

1530.1.f) Copies of various correspondences with allotment holders who have been put under notice following a half yearly inspection have been circulated to Councillors. There have been 11 allotment holders put under notice that the Council will take vacant possession in 28 days time. This is because there was no evidence of any work going on at these sites whatsoever. A further 8 allotment holders received warning letters where some work had taken place but the remainder

of the plot left something to be desired. The warning was to tidy up the site to comply with their allotment terms & conditions. Some allotment holders on receipt of the letter were upset and complained, some just gave their site up and the remainder acted positively and tidied up their allotment. A full report will be given to the Open Spaces Committee on 22nd July.

1530.1.g) A copy of e-mailed correspondence with Mr Dean Claxton regarding a chest freezer located on his allotment was circulated to Councillors. This correspondence is a typical example of an allotment holder knowing what he is doing, but not informing the Council what he is doing. A chest freezer lying on its side with the door open this appears to be dumped and looks an eyesore. If it is used as a store for chicken feed it would be acceptable if it was placed inside a shed.

1530.1.h) Notification of the Norfolk RCC AGM 8th July with supporting papers i.e. minutes of last years AGM, agenda for the meeting and copy of latest newsletter have been circulated to Councillors.

1530.1.i) Notification of the Norfolk Playing Field Association AGM on 16th July 2009 with agenda for the meeting and minutes of last years AGM have been circulated to Councillors.

1530.1.j) E-mailed correspondence with Henry Woolley from Kingdom Productions Ltd has been received and circulated to Councillors. Contact from Henry Woolley confirms that no filming will take place in Swaffham this year. Last years' filming is being shown on Sunday evenings at the present time and a decision has yet to be made on the commissioning of another series. A decision will be made by ITV when the viewing figures are known.

1530.1.k) Correspondence with Mrs B. Marshall regarding various issues that have been passed on to the Police, Breckland and County Council have been circulated to Councillors. Issues raised include double yellow lines, a chicken market, grass cutting and litter picking in an area of Lynn Road, all out of the Council's jurisdiction but passed on to the relevant authorities.

1530.1.l) E-mailed correspondence with Denis Bishop from the Rotary Club regarding a recent meeting with the Town Clerk has been circulated to Councillors. The issues discussed include the return of notice board keys, the new newsletter, the welcome to Swaffham pack and a provisional date for the Mayor to attend a 40th anniversary event in October.

1530.1.m) Late correspondence for information only.
The report following the VAT inspection has been circulated to Councillors at the meeting for information. This will be discussed by the Finance Committee when they meet on 29th July.

1530.2. A request has been received to display a parent's newsletter 'Hamond's Community Link' at the Town Hall.

It was agreed to display a newsletter from the School at the Town Hall, but would recommend that Hamonds use the new Swaffham Newsletter to reach every door in Swaffham if they want to reach the whole community.

1530.3. Consideration to attending training events as follows:-

a) NALC/SLCC Summer Conference Tues 28th July 9.30am – 3.15pm – Carrow Rd, Norwich.
This is the joint event organised by the Norfolk Association of Local Councils and the Norfolk Branch of the Society of Local Council Clerks of which the Town Clerk is Chairman. The Clerk will be doing an interactive training session with Sue Lake the Norfolk Training Officer. Councillors who wish to attend to inform the Clerk to enable a booking to be made on their behalf.

b) Afternoon Tea at Weeting Village Hall & Weeting Heath 3pm – 6pm on Thurs 6th Aug.
Councillors who wish to attend to inform the Clerk to enable a booking to be made on their behalf.

c) NALC National Conference & exhibition 4 – 5th Sept, London.

Details of the NALC National Conference & Exhibition have been circulated for consideration by Councillors. Councillors who wish to attend to inform the Clerk to enable a booking to be made on their behalf.

1530.4. Nominations papers for officers 2009/10 Norfolk Association of Local Councils (President & Vice Presidents, Treasurer and Auditor) were received. Other paperwork included resolutions for debate at the AGM on 12th September 2009. The current President is Baroness Shephard and the Vice President is Cllr Shirley Matthews. Cllr Butters proposed to nominate Baroness Shephard and Cllr Matthews.

It was agreed to nominate Baroness Shephard as President and Cllr Matthews as Vice President of the Norfolk Association of Local Councils for 2009/10.

1530.5. The latest information from the Norfolk Association of Local Council on the Unitary proposals prepared by the Boundary Commission has been received and circulated. Any response needs to be made to the Secretary of state between the 15th July and the 18th September.

It was agreed by the Town Council at their April meeting to strongly support the retention of the status quo and suggest sensible collaboration where appropriate to achieve operational economies of scale throughout our diverse and very rural County. Neither of the unitary options proposed could achieve the short term service delivery benefits that are already being delivered year on year by the current two tier principal authority system. The cost saving in the short term of not having to fund the unitary change could be used at the local level to develop and enhance further joint working arrangements as 'Best Practice'. It is therefore believed that this common sense approach would be of direct benefit to the Council Tax Payer in the longer term, making this the only viable option.

It was agreed to reiterate the comments made at the 8th April meeting to strongly support the retention of the status quo to the Secretary of state before the 18th September deadline.

1531. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS:

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1531.1 FINANCE & GENERAL PURPOSES	29 th April 09	29 th July 09	
1531.2 OPEN SPACES & AMENITIES	1 st April 09	22 nd July 09	N.B. Change of date
1531.3 PLANNING	5 th Feb 09	13 th Aug 09	
1531.4 RECREATION GROUND	25 th Feb 09	22 nd July 09	N.B. Change of date
1531.5 TOWN GROUP	28 th May 09		Project Officer Dave Bek and Town Clerk Richard Bishop have been asked to do a short presentation to the Executive meeting at Dereham on 13 th July in support of the Advance Swaffham bid. The 4 thematic groups have until Monday for any revision to be put in for reports. The next

Page 919			meeting will be on the 23 rd July where the Project Officer will present a final draft of the Town Plan. The Project Officer had an excellent meeting with the Environment, Social & leisure and Economy group yesterday and the Transport group have met also.
1531.6 PERSONNEL	11 th May 09		
1531.7 MARKET	30 th Mar 09	21 st Sept 09	<p>N.B. Annual Market Traders meeting scheduled for 30th June 2009 was not quorate. Please note new meeting date for 21st September.</p> <p>Market Superintendents report with the following issues urgent as they cannot wait until the next Market Committee meeting:-</p> <p>1531.7.1 Rule enforcement, how strict should the Superintendent to be? It is a delicate balancing act, as the threat of some traders leaving the market is always evident. Discretion is always the key to good relations but some traders are overstepping the mark. Cllr Wickerson proposed and Cllr Skinner seconded to give 3 warnings. It was agreed by 9 votes for and 1 abstention to give 3 warnings in 6 month period, if not change then the trader would be required to leave the market.</p> <p>1531.7.2 Measurement of stalls It was agreed for the Market Superintendent to measure all the stalls and prepare a report for the September Market meeting.</p> <p>1531.7.3 Public liability certificate. It was agreed that traders be given 14 days to comply with the public liability certificate rule. Without proper enforcement of this the Council themselves are liable.</p> <p>1531.7.4 Local traders outside of the Market selling. A general circular letter did result in many organisations sending letters requesting permissions for various ad hoc events; but the Superintendent is aware that regular and sustained trading is going on in various parts of the town. Some would argue this adds to Market Day, but in fairness to our Market Traders there is no control, no rent paid and it provides them with direct competition. Again guidance is required from</p>

the Council on this issue. Cllr Lister proposed and Cllr Wickerson seconded to write to those traders in question.

It was agreed for a circular letter to be written to all local traders who are selling items outside their premises that is in conflict with market rights.

1531.7.5 Charity stalls. This issue was resolved at the meeting in June with the policy agreed as four times a year, once in each quarter.

1531.7.6 Duplication of stalls.

This is a delicate issue as further duplication could lead to losing certain traders as much as it could gain traders in numbers. It could lead to discontent amongst some current traders, but the bottom line is that the Market cannot survive long term without more traders.

It was agreed that a list of what we have now is given to each market committee member and this is discussed in more detail at the September market meeting.

1531.7.7 Casual traders.

This issue of casual traders was discussed.

It was agreed that a casual trader must apply for a licence after the initial 6 week period other wise they cease to trade on Swaffham Market.

It was agreed that a casual market pitch should be £24 but if it exceeds 20 feet then there will be a further charge of £1 per foot over the 20 feet frontage.

1531.7.8 A request has been made from a trader to keep an extra van on the Market to control his waste, charge or no charge?

This is the fruit and vegetable stall who has been hardest hit in terms of having to take away his own rubbish as the Council moved to a self cleansing market. The current layout allows this situation to be accommodated without adversely affecting other traders; however it is a question of fairness in relation to all traders on the market.

It was agreed to allow the Market Superintendent and Deputy Town Clerk time to investigate how similar traders operate and deal with the removal of their waste on other markets.

1531.7.9 Request to add item to a licence. This was dealt with at item: 1524.3

<p>Page 921 1531.8 Youth Council</p>	<p>22nd Jun 09</p>	<p>13th Jul 09</p>	<p>The Youth Council had their AGM on the 22nd June whereby the Mayor and Town Clerk attended. There is a new member of the Youth Council and her name is Frankie Grapes. They are working heavily with organising the Rock Night, this is progressing very well. SPA has been invited to attend their next meeting to give them a talk.</p> <p>They discussed how they could have more contact with the Town Council – this is something they will discuss in more detail at their next meeting but 1 of the things they will be doing is to attend a full council meeting. They have also requested that they get a copy of the Town Council minutes each month.</p>
---	-----------------------------------	-----------------------------------	---

1532. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1532.1. Icen Partnership (Cllrs Darby, Matthews & Lister)
 Congratulations were given to Icen Partnership for receiving another Action for Market Towns award this year.

- 1532.2. Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)
- 1532.3. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)
- 1532.4. Swaffham First School (Cllr Lister)
- 1532.5. Safer Neighbourhood Area Partnership SNAP (Cllr David Wickerson)
- 1532.6. Local Area Group LAG (Cllr Shirley Matthews)
- 1532.7. Swaffham Town Estate (Cllrs Butters and Darby)
- 1532.8. Swaffham & District Tourism Association (Cllr Wickerson)
- 1532.9. Crime Prevention Panel (Cllr Skinner)
- 1532.10. Olive Tree Project (Cllr Skinner)
- 1532.11. Horticultural Society (Cllr Lister)

1532.12. Swimming Pool association (Cllr Wade) Cllr Gunner as substitute
 The Town Clerk attended the last SPA meeting in order to give the Committee copies of the relevant paperwork relating to the purchase of the swimming pool land.

- 1532.13. Garden Science Trust (Cllr Darby)
- 1532.14. Health Forum (Cllr Wade)

1532.15. Breckland CCTV Group (Town Clerk)
 The Town Clerk will be attending this meeting tomorrow afternoon at Dereham. The press report confirms that the contract has been awarded and this meeting is all about the new CCTV system being implemented and getting what the town wants now in terms of camera locations.

- 1532.16. Swaffham Community Transport (Cllr Gunner)
- 1532.17. Learning Partnership
- 1532.18. Norfolk Association of Local Councils (Cllr Matthews)

1533. BRECKLAND COUNCIL.

1533.1 a) A copy of a letter to the Environmental Health regarding dilapidated structure at the rear of Boots Ltd has circulated to Councillors. The surveyors employed by Boots have written to the Environmental Health department at Breckland Council regarding their concerns about a dilapidated structure at the rear of property currently occupied by Boots the Chemist.

1533.1 b) There is no late correspondence to be considered from Breckland.

Page 922

1533.2. Issues relating to dog fouling/dog signs/street lights and delegations. All questions asked at Town Clerks bi-monthly meetings with the Chief Executive Trevor Holden. The next Town Clerks meeting with the Chief Executive is on Monday next week 13th July. The Clerk would appreciate the thoughts of the Council on the responses given to questions relating to the enforcement of dog fouling and in particular the Cleaner Neighbourhoods Act. Is this an issue that the five towns can collaborate with in order to provide a solution to more regular and cost effective enforcement?

1533.3. An invitation to meet the faces behind Capita Symonds the external organisation who will be delivering Breckland's planning and building control service has been received and details circulated to Councillors. The proposed date is Monday 13th July at 6.30pm in Dereham. Councillors to indicate to the Clerk if they wish to attend this event.

1533.4. Report from the Town Clerk in respect of environmental health complaints
This particular issue highlights pest control issues in the Shambles where it is clearly a public space occupied by many business users who claim rights but take no responsibility for the area. A recent concern regarding the report of rats in that area and environmental health argued the case that it was private land and the cost should be paid for by the businesses concerned. No matter how hard we tried to explain this was a public space owned by no-one, that it was an environmental health hazard which they should deal with. It appears that no-one can be held responsible but where does it leave the Town Council when dealing with public complaints. This is one of a small number of areas in the town where the land ownership is either unclear or not known. The Deputy Town Clerk has subsequently had a further discussion with Andrew Grimley at Environmental Health who has since sent an e-mail (circulated to Councillors at the meeting this evening) to the Pest Control contractor to investigate the problems, but both the contractor and Breckland Council will be coming back to the Town Council to discuss the way ahead.

<p>It was agreed for a meeting to be set up following the results of the investigation the pest control officer is conducting with the Town Clerk and Cllr Wade.</p>

1534. NORFOLK COUNTY COUNCIL.

1534.1a) The Spring 09 edition of 'Norfolk Matters' the newsletter of Norfolk County Council has been circulated to Councillors.

1534.1 b) Correspondence from Mrs. P.E. Stone regarding overgrown garden hedges at 31 New Sporle Road overlapping the pavement which was passed onto Highways in May has been circulated to Councillors.

1534.1 c) E-mailed correspondence with Jason Glasspoole, Highways Engineer and Sue Burton, Remus Memorial Horse Sanctuary relating to 'Tethered Ponies/Horses' on the side of the highway has been circulated to Councillors. The advice received from Jason Glasspoole was that the slip road from the A47 was the responsibility of the Highways Agency, the A1065 the responsibility of Norfolk County Council. If the ponies become un-tethered they would then be strays which could be enforced under the Highways Act 1980. If the ponies were causing an obstruction on a narrow verge or footway, again this could be enforced. The local Traffic Management Officer has confirmed that the ponies are not straying on to the highway or affecting vehicles so enforcement action will not be considered at present. For information, horses are legitimate users of the highway including the highway verge. The matter has been discussed with the Traveller Liaison assistant who will raise the matter with the relevant parties in order to encourage use of alternative areas.

1534.1 d) E-mailed correspondences with Shaun Simpson, Highway Engineer regarding dog bin and public seat licences have been circulated to Councillors. The e-mails confirm the site meeting for the dog bins in Shoulder Lane and at Globe Hill, also a seat at the latter location. There is no objection regarding the granting of the licences. These are awaited and on receipt, the bins and seat can be put in place.

1534.1 e) A circular letter and poster regarding ‘managing your finances – help for Norfolk residents and businesses’ have been circulated to Councillors. The electronic version of this guide can be obtained on the web site: www.norfolk.gov.uk/managingyourfinances

1534.1. f) The receipt (for historical purposes) of three highway repairs contracts carried out over the past month: Carriageway Surfacing at A47 Chalk Farm – Resurfacing of A47 Lynn Road interchange, Westbound on-slip road and A1065 Market Place drainage carriageway work with subsequent lane closure has been received and circulated to Councillors. Both notifications of advance works are no longer relevant as the work has been carried out in June.

1534.1. g) The County Council telephone number is to change from 0844 numbers to 0344 to enable free inclusive minutes on landline and mobile bill packages. The general enquiries number is now 0344 800 8020.

1534.1. h) Late County Council correspondence.
There is no late correspondence from the County Council to consider.

1534.2. Details of a Traffic Management investigation for double yellow lines at the entrance to Merryweather Road has been received and circulated to Councillors. Any comments are required by 20th July.

It was agreed to have no objection to the proposal of double yellow lines at the entrance to Merryweather Road.

1534.3. Details of a Traffic Management Investigation for double yellow lines at the entrance to Spinners Lane. Comments are required by 20th July.

It was agreed to have no objection to the proposal of double yellow lines at the entrance to Spinners Lane.

1535. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

- 1535.1 Monday 13th July 2009 – Youth Council – 6.30pm at the Town Hall.
- 1535.2 Wednesday 22nd July 2009 – Recreation Ground Committee – 6.30pm at the Town Hall.
- 1535.3 Wednesday 22nd July 2009 – Open Spaces Committee – 7.30pm at the Town Hall.
- 1535.4 Monday 27th July 2009 – Relief in Need – 7pm at the Town Hall.
- 1535.5 Wednesday 29th July 2009 – Finance & G.P. Committee – 7.00pm at the Town Hall.
- 1535.6 Thursday 13th August 2009 - Planning Committee – 9am at the Town Hall.
- 1535.7 Wednesday 9th September 2009 – Full Council – 6.45pm at the Town Hall.

1536. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1536.1. Progress on the proposed sale of allotment land.
There was no costings received as yet from the Council’s solicitor.

1536.2. A report from on the judgement received from Breckland Council regarding a standards issue has been received, with no further action required.

Notes from the Public Session

Questions were raised concerning the last election – Why leaflets were not given out in Sandringham Way, Cygnet Walk and generally down that end of town. There was no transport provided for people who could not get to the polling station.

These issues relate to individual political parties and not the Town Council.