

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 8th September 2010 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr I. Sherwood

Councillors: - Mr D. Butters, Mr P. Darby, Mr C Gunner, Mr D. Harman, Mrs S Lister, Mrs S. Matthews, Mr F. Sharpe, Mrs J. Skinner, Mrs P. Wade.

Town Clerk: - Mr R. Bishop

Deputy Town Clerk: - Mrs M Meyrick

Norfolk Constabulary: - Sgt George

Norfolk County Council: - Cllr Ann Steward

Public: - 21

1723. APOLOGIES & REASONS FOR ABSENCE

1723.1. Cllr T. Jennison – on holiday

1723.2. Cllr D. Wickerson – work commitments

1723.3. Cllr C. Baker – work commitments

1724. DECLARATIONS OF INTEREST

1724.1. Cllr Gunner declared an interest on item 1732.7 as he is a director of Icen Partnership.

1724.2. Cllr Lister declared an interest on item 1732.7 as she is a director of Icen Partnership.

1724.3. Cllr Darby declared an interest on item 1732.7 as he is a director of Icen Partnership.

1724.4. Cllr Matthews declared an interest on item 1732.7 as she is a director of Icen Partnership.

The meeting was adjourned for the public session at 6.46p.m.

The meeting was reconvened at 6.47p.m.

1725. REPORTS: police, principal authority etc

1725.1. POLICE report

a) The crime stats for July 2010 were received and circulated to Councillors. Sgt George reported that there had been 24 crimes since the 11th August. They include criminal damage, 2 drug offences, 1 theft of a motor vehicle, and 3 reports of violence. The priorities include Highfield Avenue – the police are working closely with housing and social services, there is a trial pending. Manor Way and Orford Road – there are regular patrols carried out and anti social behaviour has been reduced. There was a glitch 2 weekends ago but the suspects are known, this is an ongoing case. A woman was jailed for 10 months for driving while disqualified and for being drunk.

b) Young people and the police carried out a march around Marham recently and raised £704 for Help for Heroes.

c) It was reported that Inspector Ady Porter will be leaving Swaffham on Monday to take up promotion at King's Lynn, now waiting to hear news of a new Inspector for Swaffham. Councillors congratulated Inspector Porter.

It was agreed for the Clerk to write a letter of congratulations to Inspector Porter on his promotion and to thank him for all the hard work he has done in Swaffham.

d) The Norfolk Police Authority's Local Policing Plan Summary for 2010 was received and circulated to Councillors.

1725.2. COUNTY COUNCILLOR report from Cllr Ann Steward.

a) Norfolk County Council has a lot of money to find as there are huge shortfalls. On Monday the Full Council will meet and will have to find £10 million of savings. One of the savings is through the Connexions Service which helps children to progress further in life. £2.8 million will continue to be spent on the Connexions Service and 65 members of staff still have their jobs. The whole model is being looked at and how it can continue. Over the next 3 years County has to find £155 million and that is before the spending review in October. Cllr Steward will keep the public updated monthly.

b) County are looking at different ways of the disposing of waste. The cost of landfill is going up; it could be doubled if it is not looked at. There is a proposed waste and recycling centre for King's Lynn, planning permission has not been given yet, it still has to go through the normal process. There are a lot of questions people have raised concerning this but there will be lots of consultation with the public.

c) On Friday Elizabeth Truss is holding her surgery at Waitrose on between 5-7pm and Cllr Steward will be there.

d) The East of England Development Agency (EEDA) will be demising in the near future. The government has asked the districts to look at delivering this in a different way. All the Norfolk MP's are working together on this issue. An idea is to create a Local Enterprise Partnership; this is where the private sector can get a lot more involved on the economic drive for Norfolk.

Councillor Questions: -

Proposed Incinerator – The rumours are of pollution and that Swaffham will be in the area for that. Will the Town Council get reports about this?

Cllr Steward – The waste team would be delighted to come and speak with the council directly to answer any concerns. Another group with concerns are meeting at Middleton on Friday evening if anyone wishes to attend. Cllr Steward has looked into it but the dioxins are miniscule. The concerns the public have expressed will be at hand for councillors and will be detailed on the County website. It is not in County's interest to put anything unsafe in Norfolk. Jersey has the longest running incinerator and there is no evidence of any damage.

The question of what is the total budget for the County was asked.

Cllr Steward – That is something I do not have to hand but I can get it to you.

How many incinerators in the country

Cllr Steward – I do not know the amount but there are already a lot of incinerators at present

Street Lights – The ageing population of Swaffham is concerned of the effect when street lights are turned off in the small hours

Cllr Steward – As soon as Swaffham begins those changes you will be made of aware of it. It is something that is happening over the country not just Swaffham.

Elizabeth Truss Surgery – It was pointed out that the surgery location has changed from Waitrose to the Community Centre between 5-7pm. Cllr Sherwood will also be in attendance as a District Councillor.

1725.3. BRECKLAND COUNCILLOR.

a) Report from Cllr Sharpe - Breckland Council has a new shared Chief Executive, Terry Huggins. He is the existing Chief Executive of South Holland District Council. This will deliver financial savings for both councils and enable them to maintain high standards while at the same time protecting vital front line services. Mr Huggins will bring forward proposals for an integrated joint management team to serve both authorities. Mr Huggins and his newly appointed team will then go on to identify other ways of sharing the commissioning of services more efficiently.

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The public were warned about hoax calls asking for their bank details. They have been told not give out their bank details to anyone who telephones them claiming to be from Breckland Council calling about bin collections, council tax or any other Council related matter. The hoax caller is claiming that they are putting wrong things in their rubbish bin and must pay a £1000 fine, they then ask for the bank details. Under no circumstances should any resident hand over their bank details to anybody claiming to be a Council official. If a call is causing concern, residents are urged to ask to phone them back, hang up and then to check with Breckland Council.

Breckland's new cutting edge CCTV service is in line for an award in the Security Industries equivalent of the Oscars. The Security Excellence Awards will be held in London on the 21st October.

Breckland's Youth Council has been allocated £10,000 for projects that will benefit young people in the Breckland district. Youth Councillors are calling for applications that meet one or more of the following objectives: Reduce anti-social behaviour, Increase the number of people involved in community activities, Improve health and well-being, Raise environmental awareness in local communities. The closing date for applications is the 20th September.

On Friday 22nd October, Breckland Youth Council will be holding their first Pride in Young People Awards to recognise and celebrate the contribution young people make to their district. The closing date for nominations will be 5th October.

b) Report from Cllr Matthews – Breckland Council has received £1.875 million back from the Icelandic bank. This equates to 45% of the claim that was made through the Administrators. The Administrator forecasts a total claim recovery in the range of 65p to 78p for every £1 that was invested. This is better than the original estimate forecast of 25p in the £. It is anticipated that this should be back by Christmas.

The criteria for CAG meetings have changed, they will now be called SNAP meetings. The will be held at the Fire Station on West Acre Road at 10am in morning starting on the 28th September and will be held every 2 months. There will be 3 priorities set every 2 months, 2 from the police and 1 from the public.

1726. MAYORS' REPORT

1726.1. Civic Events attended by the Mayor.

The Mayor has been unwell for last few days so have not had the opportunity to prepare a report, this will be done for the next meeting.

1726.2. Urgent reports at the Mayor's discretion - prior notice must be given.

There were no urgent reports to consider.

1727. MINUTES

1727.1. The minutes of the meeting of the Full Council on Wednesday 14th July 2010 were agreed and signed as a true record by the Chairman.

1728. TOWN CLERK REPORT

1728.1. Report from the Town Clerk regarding on-going business.

The Public Toilets report will be submitted to the October meeting for consideration. The details need to be finalised and circulated to the working group for comment, then they can come to the full Council.

The agenda is too long to mention the trivia of other administrative issues, Councillors were invited to request updates on issues at the next item.

1728.2. Councillors questions relating to on-going business.
There were no questions.

1729. PLANNING/DEVELOPMENT CONTROL:

1729.1. Planning Decisions:

3PL/2010/0572/F Planning permission granted for single storey extension. 2 Oaks Drive. Mr. P. Walker.	3TL/2010/0554/F Planning permission granted for proposed erection of new dwelling. 100 London Street. Mrs. M. Robinson.
3PL/2010/0430/LB Refusal of Listed Building Consent for alterations & extension to existing flat & shop premises. 63 Market Place. Dipple & Conway (Norwich) Ltd. This was withdrawn not refused.	3PL/2010/0586/F Planning permission granted for Variation of condition 5 on pp 3PL/2010/0120/F Change of operating times. Mr. P. Sands SAS Vehicle Hire.
3PL/2010/0691/F Planning permission granted for a first floor side extension. 62 Longfields. Mr. A. Martin.	3PL/2010/0681/CU Planning application withdrawn for providing additional seating area within empty shop unit for the use of the café. 50 Market Place. AMG Leisure Ltd.

1729.2. Planning applications:-

3PL/2010/0888/A Re-branding of store – new signage. Asda. Netto Foodstore, Lynn Street. NO OBJECTION	3PL/2010/0835/F - Two dwellings with garages. 1 Low Road. Mr. Mark Smith. NO OBJECTION
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1729.3. Late applications received at the Mayor's discretion.

3PL/2010/0903/F Remove existing shop front & replace with brick & rendered plinth & traditional timber moulded shop front. Just Hair, 7 Station Street. Mrs. Gill Creed. NO OBJECTION	
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1729.4. A report to Development Control on 2nd August 2010 on the deferred Listed Building Application by Fairways Partnership 3PL/2010/0707/LB Internal & External alterations, draft minutes of a Planning Committee meeting attended by representatives of Fairways on 11th August 2010 and copies of various related correspondence were circulated to Councillors. Today the Town Clerk has been informed that a final decision has not yet been taken as to when this matter goes back to the Development Control Committee; a report can be prepared and can still be taken to Committee on the 20th September. Every effort will be made to give as much notice as possible but it wouldn't hurt to assume that the 20th September is a real option. There has also been no contact from Sam Kershaw Operations Director of Fairways Partnership, who arranged a meeting with the Council then cancelled it at the last minute. The Town Clerk wrote to him on 2nd September so that the letter was on his desk Monday of this week on his return from holiday.

1729.5. Planning correspondence, or notifications of planning enforcement & TPO's.
There was no planning correspondence to consider.

1730. FINANCE:

1730.1. The Council were circulated a list of payments for August/September 2010 at the meeting.

The payments for August & September were unanimously approved.

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1730.2. A letter was received and circulated to Councillors from Mr. K. Hart putting himself forward as 'Town Crier'. This item is listed under finance as there would be a cost implication to cover travel expenses. It is almost five years since the Town last had a Town Crier; the budget at that time was £300 per year.

It was agreed to thank Mr Hart and to inform him that due to current financial constraints a decision will be made at the budget meeting in December.

1730.3. Details of the Citizens Advice Bureau Annual Appeal (request for Section 137 grant); record receipt of annual report for 2009/2010 and receive notification of Annual General Meeting on Wednesday 22nd September 2010 at Dereham have been received and circulated to Councillors. The Council have supported the Citizens Advice Bureau previously with an annual grant of £150. Cllr Butters proposed to give £150 to the CAB but there was no seconder. It was proposed by Cllr Lister and seconded by Cllr Skinner not to give a grant to the CAB.

It was agreed not to give a grant to the Citizens Advice Bureau as part of their Annual Appeal

1730.4. Details of training courses for Elections 2011, Initial Training for Clerks and Councillors; and Chairmanship and Engagement were circulated to Councillors. If any Councillors wish to attend to let the office know as soon as possible.

1731. GENERAL CORRESPONDENCE:

1731.1. Correspondence for information only:-

a) A circular letter has been received and distributed to Councillors from Norfolk Playing Fields Association advising the receipt of the summer 2010 edition of the newsletter and the Annual Report & Accounts for 2009/10.

b) A copy of e-mailed correspondence with Sqn Ldr D.A. Smith, II (AC) Sqn, RAF Marham in respect of the Homecoming Parade in Swaffham on 6th August 2010 has been circulated to Councillors. The correspondence relates to the Homecoming Parade on 6th August; the two meetings hosted by the Mayor and Town Clerk to co-ordinate all the different organisations. The Town Council were joined by RAF Marham II (AC) Squadron, RAF Band, Warrant Officer and Communications, the Police local, traffic management and anti-terrorist, Norfolk County Council local and county, Breckland Council communications team, pride in Breckland and emergency planning, St. Johns Ambulance and the Swaffham Branch of the Royal British Legion.

Squadron Leader D.A. Smith sent *"a heartfelt thanks for all the support you gave II (AC) Squadron. The parade was a huge success and all on parade were truly bowled over by the rapturous and warm reception they received from the people of Swaffham. THANK YOU."*

c) A copy of correspondence with Douglas Stott regarding the Public Address system at the Homecoming Parade on 6th August was circulated to Councillors.

A complaint was received from an ex-serviceman in respect of the public address system used at the Homecoming Parade, as it was difficult to hear the speeches. This has been passed on to the RAF who provided the system.

d) A copy of e-mailed correspondence with John Clarke regarding filming of the Homecoming Parade on 6th August was circulated to Councillors. The Council will be receiving a copy of Mr. Clarke's film of the Homecoming Parade in due course.

e) E-mailed correspondence with allotment holder Mrs. Adcock regarding allotment inspections was circulated to Councillors. Mrs. Adcock responded to a standard enquiry letter regarding turkeys on her allotment and partial neglect in a negative way. In her own words she was having a bit of a 'rant' at the expense of the Council with regards to inspections. The Clerk

has responded by answering the criticism, also welcoming ideas on how the Council can make the allotments sustainable in the future.

f) Correspondence relating to the relocation of cockerels at Shouldham Lane allotments was circulated to Councillors. The correspondence confirms that the correct procedure was carried out by the Council to re-locate four cockerels from 93 Shouldham Lane. There are also letters of thanks received and a card from the family of the adjoining property.

g) Information from the Rural Community Council "Where get to" website has been circulated to Councillors. This is a new website www.wherewithgetto.org.uk that provides information on demand responsive transport in your area of Norfolk.

h) The third monthly report from Elizabeth Truss MP was received and circulated to Councillors. This report details the issues our MP has been dealing with recently including attending a meeting at the Town Hall in Swaffham relating to travellers on 3rd August; also receiving an update on the current issues relating to the Market. Her next Swaffham surgery is on the 10th September between 5pm – 7pm.

i) Correspondence with Mr. I. Robinson SCALGA regarding Days Field and Allotment Tenants' agreements was received and circulated to Councillors.

j) A press release from Norfolk ALC in partnership with Archant Norfolk in relation to 'West & Fens' insert included in the Friday edition of the EDP was circulated to Councillors.

k) Late correspondence for information only.

A letter has been received from Swaffham Gospel Hall Trust inviting Councillors from Swaffham to come and view the completed project at Horns Corner, Ashill. If Councillors are interested in visiting this new building, please let the Clerk know and arrangements can be made as soon as possible.

1731.2. Correspondence with Mr. Ian B. Lowther regarding the cutting of a Leylandi hedge at the Pightle was received and circulated to Councillors. The correspondence relates to a Leylandii hedge being cut by a contractor by mistake. The Town Council have tried to ascertain which contractor it was but despite contacting all known contractors working in the town, none of them would take responsibility. Mr. Lowther was concerned about one of the contractors lying to the Town Council as they would be aware of this mistake being made. Further correspondence circulated to the Council this evening confirms that Mr. Lowther wishes to cease any further consideration on this matter; he took the Town Clerk's reply in a negative light, but a further response by the Clerk has clarified the Council's position.

1731.3. A letter and information from Revd John Smith regarding the upkeep of the Churchyard following the meeting held on 22nd June have been received and circulated to Councillors. The letter with enclosures clarifies the closure of the churchyard and this information will be contained on file for future reference. There is still the outstanding issue of the responsibility of the tarmac drive; which will have to be resolved in the coming weeks. The Town Clerk will contact Revd Smith in this regard as the request for legal advice from the Diocesan was made at the meeting with the Church back on 22nd June. The issue of the tarmac drive responsibility needs to be clarified, whilst it is a closed churchyard it is still a working church.

1731.4. Consultation paper on Council Tax Referendums (previously distributed by e-mail) deadline for comments is 10th September 2010 was received and circulated to Councillors.

Questions for Consultation:

Question 1. Do you agree that local Precepting authorities, such as town and parish councils, should be included within the provisions for council tax referendums? If so,

- are there details about the budget setting process for local Precepting authorities which need to be taken into account?
- will the 'double lock' mechanism work to protect the majority of town and parish councils?

It was agreed with 4 votes to 3 to answer Yes to this question

Question 2. Are the Local Authorities (Conduct of Referendums) (England) Regulations 2007 the right model for organising and administering council tax referendums?

It was agreed with 6 votes to 5 to answer Yes to this question

Question 3. Are there any practical difficulties in requiring council tax referendums to take place no later than the first Thursday of May?

No comment

Question 4. What are the advantages and disadvantages of holding a council tax referendum on the same day as another local referendum, or jointly with a local and/or general election? Current regulations allow for higher expenses per elector in a referendum than in a local election – would this raise any concerns if both votes are held on the same day?

It was agreed that concerns would not be raised if votes are held on the same day

Question 5. What provision, if any, should be made for properties where the council tax payer is not a local elector?

It was agreed that no provision should be made

Question 6. Does the timetable at Annex A provide sufficient stability and certainty for local authorities when planning their budgets? Does it provide sufficient time to organise and administer referendums?

It was agreed that the timetable provides sufficient stability.

Question 7. Is it right to give local authorities the discretion to issue new bills immediately, offer refunds at the end of the year or allow credits against liability in the following year?

It was agreed to give local authorities the discretion to issue new bills immediately, offer refunds at the end of the year or allow credits against liability in the following year.

Question 8. How should billing authorities treat bank interest earned on excessive increases that have been rejected in a referendum?

It was agreed that any bank interest earned should be returned back to the customer.

Question 9. What practical difficulties, if any, would there be for a billing authority seeking to recoup the cost of a referendum held on behalf of one or more Precepting authorities?

No comment

Question 10. Are there any technical difficulties with the removal of alternative notional amount reports?

It was agreed that there would not be any technical difficulties

Question 11. With the abolition of capping, is there any reason why authorities should be required to calculate a budget requirement each year?

No comment

1731.5. Correspondence with Alex Ison at Cruso & Wilkin regarding vermin and weeds at the former allotments at Days Field was received and circulated to Councillors.

There are three issues to deal with as follows:-

1) Rabbits – The Council's pest control volunteer who looks after the Shouldham Lane Allotments will be dealing with this; he is unfortunately on holiday for a short period of time but will attend to this on his return. This will be resolved within the next month at minimal cost (less than £50). It should be noted though that whilst the rabbit problem is being dealt with the issue of where they come from is not. Former allotment holders were always complaining about rabbits coming over from the adjacent field, so any claim for compensation could be responded to with evidence to support this if necessary.

It was agreed for the pest control volunteer to deal with the issue of rabbits on Days Field on his return from holiday.

2) Ragwort – this will be dealt with by the newest member of the outside staff who has the relevant NPTC certificates PA1 (safe use of pesticides, insecticides and herbicides) and a PA (safe use of a knapsack sprayer). A 50/50 mix of Herbxone (£55 + Vat for a 10 litre can) and Agroxone (£32 + Vat for a 10 litre can) is mixed and put in a knapsack sprayer we will then 'spot spray' the problem. The Council's contractors TTSR are sourcing the chemical. It is better to do this in this way as there is too much debris on site to have a tractor mounted sprayer do the work and this would waste a lot of material in areas where there is no ragwort present.

It was agreed to the expense of purchasing the necessary weed killer to deal with the Ragwort at Days Field.

3) Legal claim – from the tone of the complaint it is possible that Cruso & Wilkin may look to claim against the Council for neglect and damage to their clients' fields. Rabbits were always a problem for former allotment holders, ragwort has never been a problem at Days Field previously, both have had to come from somewhere and there is every likelihood that both problems have come from the adjacent field. If there is a legal claim it is recommended that this would be resisted as appropriate.

1731.6. A request was received and circulated to Councillors from the PCC for the Mayor to serve as Patron of the Church Restoration Fund. Cllr Ian Sherwood as the Mayor has accepted the invitation to be a Patron as an individual but if the position of Mayor is to be the Patron permission needs to be given by the Council for the Mayor to remain as a Patron beyond the current term of office. There followed a discussion. It was proposed by Cllr Sherwood and seconded by Cllr Gunner for the Mayor to be Patron of the Church Restoration Fund.

It was agreed for the Mayor to become Patron of the Church Restoration Fund, this will be part of the civic duties of the presiding Mayor.

1732. COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1732.1. FINANCE & GENERAL PURPOSES Committee	2 nd December 09		Budget Workshop for all Councillors on Wednesday 22 nd Sept 2010 at 7pm. This is a recommendation from the Finance Committee who started to look at the options open to them for the 2011/12 budget. It was thought that there are some very serious issues to grasp and the earlier that all Councillors had the opportunity of looking at the options open them would be beneficial. It was agreed to hold a budget workshop on the 22nd September.
1732.2. OPEN SPACES & AMENITIES Committee	30 th June 10		

Page 1068 1732.3. PLANNING Committee	13 th Aug 09		
1732.4. RECREATION GROUND Committee	12 th July 10	13 th Sept 10	Confirmation has been received from the Big Lottery that the Fitness for All Project grant report meets the requirements of completing the project. The Deputy Clerk reported that the Big Lottery were happy for the recent insurance claim excess to be included in the grant given and that no repayment was necessary.
1732.5. TOWN PARTNERSHIP Committee	15 th June 10	10 th Aug 10	An e-mailed report from the Transport group following their meeting with Jason Glasspoole from Highways was circulated to Councillors. It is reported that there is a piece of work being carried out at present regarding the 'branding' of Swaffham. At the Economy working group meeting on 20th August this was tabled for discussion, this followed an initial paper put forward to the Town Partnership Committee meeting on 10 th August. The aim is to seek final approval from the Town Council and Icení Directors at their respective meetings in October. All TPC members will be circulated with a final draft in advance of the Officers & Chairs meeting on 8 th October. This is to be tweaked if necessary at the TPC meeting on 19 th October and this would tie in with the Town Partnership Committee producing their annual report at the end of October.
1732.6.PERSONNEL	16 th Oct 09		
1732.7. MARKET	14 th June 10	20 th July 10	<p>A report from Market Committee meeting with Icení Partnership on 7th September was circulated to Councillors. As well as copies of press reports relating to the Friday Market and a copy of one circular letter (5 others received as signed duplicates). Further discussions have taken place with Icení Partnership at a constructive meeting of the Market Committee held yesterday evening. This is the second meeting to discuss issues relating to the Friday Market raised by traders at the Saturday Market. It is envisaged that one further meeting will be necessary. The Clerk has set up a meeting with Tony Dickens and Dennis Tallon to go over the final detail.</p> <p>It was noted that Swaffham Town Council has not once considered the closure of the Friday market. Not once has it been suggested or requested. The Mayor expressed his dismay at the first meeting with Icení, it was extremely negative. The further two meetings with Tony Dickens have been very constructive. It is very unfortunate that the</p>

Page 1069			Friday Market chose to conduct a negative campaign in the media. It was agreed to hold an extraordinary meeting on the 20th September to discuss the market.
1732.8.Youth Council	7 th July 10	6 th Sept 10	
1732.9. Twinning Liaison Committee	5 th July 10	7 th Sept 10	A copy of correspondence relating to the forthcoming Civic Twinning Weekend on 11 th and 12 th September was circulated to Councillors. The request for an additional contribution for travelling costs was withdrawn as this could be accommodated in the existing Twinning budget. A copy of the programme of events and itinerary for the weekend; including Swaffham Traditional Market Fun Day on Saturday 11 th Sept was also circulated. The German visitors arrive at 12 noon on Friday 10 th September, with the French visitors at 6pm. There is an official meeting on the Saturday morning at 10am in the Council Chamber; all Councillors are welcome to attend. There are Civic and Twinning Association events on the Saturday and Sunday, with a funday planned for the Market on the Saturday and a visit to the Museum on the Sunday. The visitors depart on Monday morning at 10am.

1733. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1733.1 Icen Partnership (Cllrs Darby, Matthews & Lister)

There have been no meetings except the exploratory one to do with the market.

1733.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

No report.

1733.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

No report.

1733.4 Swaffham Infant School (Cllr Skinner)

No report.

1733.5 Swaffham Town Estate (Cllrs Butters and Darby)

No report.

1733.6 Swaffham & District Tourism Association (Cllr Wickerson)

No report.

1733.7 Olive Tree Project (Cllr Skinner)

No report.

1733.8 Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute

No report.

1733.9 Garden Science Trust (Cllr Wade)

No report.

1733.10 Health Forum (Cllr Wade)

No report.

1733.11 Breckland CCTV Group (Town Clerk)

A report from the Town Clerk following meeting with Grahame Green (Breckland Council) and Inspector Ady Porter (Police) on 20th July and subsequent decisions taken by the Finance Committee on 28th July 2010 was given to Councillors. Breckland Council currently have a spare permanent camera to find a location for, however, there are costs associated with the installation of approximately £4,500. It was decided that the only location of the five put forward by the Town Council, which are ready with a budget to move this forward, is the Recreation Ground. There were costs associated with doing a survey for Merryweather Road for the upgrading of columns to make them suitable for a temporary camera location. It was agreed to pay the £600 for the survey to be carried out. There would be further costs associated with this site in order to bring it up to a temporary camera location; the costs will not be known until the survey is completed, but the thoughts were that this should only be a temporary location not a permanent one. All the other costs associated with the other three sites were now known and would be considered as part of the budget considerations for 2011/12. It was decided to allow the Town Clerk to approach the other four Breckland Town Clerks with a view to discussing a joint funding of a re-deployable camera to increase Breckland's stock to five cameras; use of these cameras does not carry a monitoring cost. Any re-deployable camera or permanent camera exclusively owned or managed by the Town Council would carry an additional monitoring cost.

1733.12 Swaffham Community Transport (Cllr Gunner)

No report.

1733.13 Learning Partnership (no representative)

No report.

1733.14 Norfolk Association of Local Councils (Cllr Matthews)

No report.

1734. BRECKLAND COUNCIL.

1734.1. Breckland Council correspondence for information only:-

a) Notification that all Breckland agenda distribution will be by e-mail from 1st September 2010 was circulated to Councillors.

b) E-mailed correspondence with Dale Wilder regarding fly tipping on Market Day was circulated to Councillors

c) Late Breckland correspondence for information only.

Councillors were circulated with a 2011 Census: Councillor Handbook as the ten year census takes place on Sunday 27th March 2011.

1734.2. A report was given in respect to the proposed Transfer of Play Areas to the Town Council following a meeting on 6th August at Dereham. A copy of correspondence with Breckland Council was circulated to Councillors. The letter summarises the position from the Town Council. The Council awaits notification of a meeting to discuss the issues raised in due course. Assurances have been requested relating to things such as rights of way, the Serco contract obligation, are there any costs involved etc, restrictive covenants on the land, do Breckland council own the land. An up to date Rospa report was requested for each play area, something similar was received produced by an insurance company. The Mayor and the Clerk attended the meeting with representatives of the four other market towns who all had the same concerns. The stance from Breckland appears to be that if the town do not take on the play areas then they will be removed. What is not clarified is if there is any additional charge to the tax payer if the towns do not take them on. The acting Chief Executive did not have the answers and it was thought a one to one meeting of all the towns with Breckland was needed

to go through individual issues. All information received from Breckland following these meetings will be brought to a future meeting of the Council for discussion.

1734.3. Information relating to the 'one stop Breckland Bus' coming to Swaffham on a Wednesday in the Market Place had been circulated to Councillors.

It was agreed to no objection for a 'one stop Breckland Bus' to come to Swaffham on a Wednesday in the Market Place.

1734.4. A request has been received and circulated to Councillors to identify suitable locations to site further recycling facilities around the town. There were no suggestions from the Town Council.

1735. NORFOLK COUNTY COUNCIL.

1735.1. County Council correspondence for information only:-

a) E-mailed correspondence was received and circulated to Councillors with Highway Engineer Jason Glasspoole following the news of his departure to the North Norfolk area. The Town Council placed on record their gratitude to Jason Glasspoole for his past dealings with Swaffham; as the local link between the Town and Highways he has been excellent.

b) The receipt of all necessary road closures and diversion orders relating to the recent homecoming parade held on 6th August 2010 was received and circulated to Councillors. This information is historical, but is noted to record that the necessary permissions were sought and obtained.

c) A temporary traffic order affecting Ash Close for the installation of telecom ducts was received and circulated to Councillors. Initially it will be from the 13th – 15th September 2010, the restriction could run for a maximum of 18 months.

d) Late County Council correspondence for information only.
There was no late correspondence to consider.

1735.2. Details of a consultation relating to part lighting in Swaffham (whether the right streets have been identified). This is due to commence in December on a list of streets where part night lighting will be introduced between 1am and 6am. The County Council are asking the Town Council whether the right streets have been identified and if there are any localised issues that could cause any problems in these areas. Cllr Lister proposed and Cllr Sherwood seconded to place on the next agenda for discussion the topic of all Town Council owned lights and the issue of part lighting.

It was agreed for the issue of part lighting of Town Council owned street lights to be placed on the next agenda.

1735.3. Details of a 'Town Boundary Signing Application' was received and circulated to Councillors. The information included costings to be considered in the budget and the wording/design of the signage. This information has been circulated through the Town Partnership Committee and its Transport Group; there is an amended recommendation in respect of detail on the sign that is put forward. Councillors were asked if they were in agreement in principle of the design of the new signs at this stage. It is hoped that sponsorship will be gained to cover the cost of the signs. This issue has come from Advance Swaffham; it was highlighted as part of the survey. The positioning of the boundary signs was also discussed. There were no comments at this stage from the Council.

1735.4. Information has been received and circulated to Councillors relating to 'Planning Services – E-planning'. Consultation with Parish/Town Council's in future will be conducted by e-mail. This is a major change, as no hard copies of plans will be received from the County Council. There are not many received throughout the year, perhaps only one or two related to County Council owned buildings, but it is different to how Breckland deal with their planning at the present time. There was no comment from the Town Council.

1736. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

- 1736.1 Market Working Group – Wednesday 15th September – 7.30pm – Council Chamber
- 1736.2 Market Committee – Monday 20th September at 6.30pm – Council Chamber
The Market committee meeting was changed to an Extraordinary meeting of the Full Council.
- 1736.3 Budget Working Group – Wednesday 22nd September at 7pm – Council Chamber
- 1736.4 Recreation Ground Committee – Monday 27th September – 5pm – Council Chamber
- 1736.5 Relief in Need Charity – Monday 4th October – 7pm – Council Chamber
- 1736.6 Full Council – Wednesday 13th October – 6.45pm in the Council Chamber
- 1736.7 Town Partnership Committee – Tuesday 19th October – 6pm – Council Chamber

1737. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1737.1. A confidential report and correspondence relating to an allotment at Shouldham Lane was given to Councillors.

It was agreed to follow normal procedure and allow the allotment holder the remainder of the growing season this current year to maintain all three rented allotments. It was also agreed to suggest to the allotment holder to consider cutting down the number of allotments that he has in the following year.

1737.2. A confidential report was give from the Town Clerk on staffing issues. Advice was given to Councillors concerning the procedure of how to deal with an issues relating to staff. The Council will receive a report at their October meeting relating to the end of the review process of staff.

The meeting closed at 8.48p.m.

Chairman

Notes from the Public Session

The Council were thanked for the Home Coming Parade that had recently taken place. The public were grateful to the Council for doing such a marvellous job.