

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 10th February 2010 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 Lister, Mr F. Sharpe, Mrs J. Skinner, Mrs P. Wade.

Town Clerk: - Mr R. Bishop

Deputy Town Clerk: - Mrs M Meyrick

Police: - PCSO Paul Bailey

Public: - 13

1627. APOLOGIES & REASONS FOR ABSENCE

1627.1. Cllr C. Baker – work commitments

1627.2. Cllr D. Butters – still recovering from a spell in hospital

1627.3. Cllr S. Matthews – family commitments

1627.4. Cllr D. Wickerson – work commitments

1627.5. Cllr Sherwood – family commitments

1628. DECLARATIONS OF INTEREST

1628.1. Cllr Darby declared an interest on item 1635.9 as he was one of the parties that attended the Twinning event last year.

The meeting was adjourned for the public session at 6.48p.m.

The meeting was reconvened at 6.57p.m.

1629. REPORTS: police, principal authority etc

1629.1. POLICE report from PCSO Bailey on police matters for the past month and to record receipt of Police related correspondence including crime stats for December. There have been 23 crimes in Swaffham up until yesterday which include drug offences, criminal damage and theft of motor vehicle. Of the drug offences, 9 have been detected, 2 are in remand in another county and 3 warrants have been issued which has resulted in 4 arrests.

1629.2. COUNTY COUNCILLOR report from Cllr Ann Steward.

Cllr Ann Steward was not in attendance.

1629.3. BRECKLAND COUNCILLOR

Cllr Matthews - The County Strategic Partnership has given the sum of £25,000 to Breckland's Local Strategic Partnership (known as the LSP) to distribute equally to its 5 market towns. The idea is known as Participatory Budgeting and is there for the public in those towns and their hinterlands to spend according to their own wishes. With the £5000 for the district of Swaffham, it has been decided to limit each bid from any organisation within the area to the value of £500 so there will be at least 10 winners. The forms to enter will be available at the Town Hall and the Icen office at the Community Centre. This project is time limited as it has to be finalised by 31st March. The judging of the bids will take place towards the end of March at a function to be arranged in the Community Centre and every Bidder will be entitled to make a presentation within a 3 minute slot to support their bid. This is not a compulsory part of the procedure; the bid can be submitted to speak for itself. Members of the public are very welcome to come to the final and participate in the judging.

Cllr Sharpe – It was reported that there is a rogue trader who offers to take away rubbish from businesses or domestic premise but the person gets rid of it in a public place. The person who paid for the rubbish to be taken was prosecuted as it was their rubbish and it is traceable, the public should be aware. Breckland are running a competition for budding Master Chefs. 14-18

year olds are invited to enter the competition, the aim is to find and encourage new chefs. They should be able to prepare a 3 course meal that they enjoy doing. It will be held in the 5 market towns in the district. It is hoped that there will be more details of the Swaffham one at the next meeting.

1630. MAYORS' REPORT

1630.1. Civic Events attended by the Mayor.

24 th January	Downham Market Mayor's Civic Service.
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1630.2. There were no urgent reports.

1631. MINUTES:

1631.1. The minutes of the Extraordinary Council meeting on Wednesday 13th January 2010 were agreed and signed as a true record by the Chairman.

1631.2. The minutes of the Full Council meeting on Wednesday 20th January 2010 were agreed and signed as a true record by the Chairman.

1632. TOWN HALL:

1632.1.1 Administration in General

January is usually a month during which we can catch up with administration after the budget and full Council meeting in December. This year however, there was an extra Town Partnership Committee meeting in December coupled with the Project Officer Dave Bek leaving at the end of the month. This was added to with the Public Toilet issue which brought two Working Group meetings prior to Christmas and one on the second day back to work in the New Year. An extraordinary meeting of the full Council to deal with Public Toilets slotted into the normal monthly meeting day on 13th January was then followed up by the full Council meeting on the 20th January.

The period between full Council meetings has therefore been relatively short with the February meeting on the 10th just three weeks after the last meeting. Sandwiched in between have been Personnel Committee, Market Committee, Open Spaces Committee, Recreation Ground Committee and Relief in Need meetings not forgetting a Youth Council meeting. These all need actions, minutes and agendas to be dealt with and reports and preparation prior to each meeting.

There have been two liaison meetings with Rob Barlow from Breckland Council, one Clerks meeting with the Chief Executive Trevor Holden, an extensive meeting with Highway Engineer Jason Glasspoole, a Merryweather Road agency meeting, an LSP Board meeting to attend at Breckland, a General purposes Committee meeting to attend at Breckland in support of the Police for the DPP (Designated Public Places), a Plastic Bag free meeting to host, plus various other site meetings and appointments to attend to from Councillors or members of the public. Notwithstanding this was the added issues relating to getting staff into work throughout the prolonged period of snow and icy weather and organising the office remotely, working from home on two days. It has been quite relentless and will continue to be in this next three month period leading us into the annual meeting in May.

Ahead we have the prospect of all the end of year activities in terms of PAYE, VAT, Accounts, Pensions and meetings include the Annual Town Assembly and the Annual meeting of the Council. There is also the Mayors Reception, many more meetings, other commitments to finish off this financial year and then to start the year 2010/11. The patience of the Council would be appreciated in the next three months, as we cannot take on anything new (major), there at least one member of the administration staff out of the office for either all or part of each week in the next three months. A report on Personnel issues will be given at item 15.1 on the agenda in the private session. Priority number one is the completion of the 2007/08 and

2008/09 audits with our external auditors Mazers, which are required to be finished by the end of February.

1632.1.2 Highways issues meetings Town Clerk with Jason Glasspoole 3rd February 2010:

Meeting 1: – with Dale Wilder (Breckland Council) and Tracy Braham (Serco)

a) Gritting:

This was an initial discussion exploring ‘three tier’ working in respect of gritting throughout the town. The issue of who is responsible for what has come up a number of times in recent weeks. The switchboards of both County and District Council have referred gritting issues back to the Town Council adding unnecessarily to the number of enquiries taken at the Town Hall, adding to public confusion, frustration and anger. The claims culture has over the past decade meant that the Town Council has stood back from snow and ice treatment/clearance in fear of being sued. If the responsibility issue is clarified and guidance is given on what can and can't be done at the local level then in future years an emergency response from the Town Council is a possibility. Clearance of the Market Place to improve access for the Market is seen as an area where the Town Council may be able to assist, clearance of pavements is a secondary priority for Highways whilst giving priority to main roads, again if proper guidance is given the Town Council may be able to help them get to the pavements in the Town Centre much quicker. The issues of coordinating a team of volunteers, staff training and placement of grit bins were also discussed. It was agreed that outlying areas/estates would only be served by ad-hoc arrangements whereby residents can spread sand/salt from strategically place grit bins.

It was agreed that the Town Council set up a small Working Group to look at the provision of grit bins in the town and come back with recommendations for additional sites for new bins.

Meeting 2 – with Pippa Wade (Environment Group)

b) Floral Display Licences/ Swaffham Signs:

This site meeting was to visit the four locations on the main entrances to the town where floral displays are being funded out of the Advance Swaffham budget. The Town Council have applied for the necessary licences. In addition this also gave the opportunity of looking at the Swaffham signs (approved by the Council at their January meeting) which would be adjacent to the new floral displays, Jason Glasspoole would formally write to confirm his thoughts. In terms of design it would be important to look at both the signs and floral displays together. It was noted that there are two sign locations on the Lynn Road, the outer sign was on the licence application but the inner sign presents a better location for the floral display, further thought would be required. On the Norwich Road a new location would be looked at for both the sign and the floral display further out of the town than the current location of the sign. There were no problems identified with the Castle Acre Road and Brandon Road entrances. It was suggested that the signs would need to be funded by the town and would not be funded by County Council as all the current signs are all in reasonable condition. There would be an initial expense of £250 to carry out the design work which the Town Clerk indicated could be met from the Advance Swaffham budget. It would be necessary to have the design work carried out prior to putting the floral displays in place, as this could save time and expense in the longer term. It was indicated that some of the Brown sign logos are not possible within the current regulations that limit it to three not six as presented. All would be confirmed in writing by Jason Glasspoole.

Meeting 3 – with Ann Steward (County Councillor)

c) Gritting, Floral Displays and Signs:

The first two meetings were summarised for the benefit of the County Councillor. The issues of gritting and licenses for floral displays on the four entrances lead the discussion into the signage proposals put forward to the County Council by the Transport Group with Town Council support. It was noted again that the correct route for putting these issues forward is to the Town Council first, then to the County Council. On every occasion when issues are referred to the County Council, their first port of call is to see if they have been endorsed by the Town Council. The Town Clerk stated he would try and reiterate this point again to the Traffic Group. It was also confirmed that this particular meeting would not be the correct forum to engage with

Traffic Group members; there would be an opportunity to do this when any scheme is fully designed. The costs were explained to the County Councillor. Jason Glasspoole would confirm the cost of design and procedure for taking the signage and floral display issues forward. On receipt of this if the Town Clerk confirms the initial funding of the design work the scheme will be fully developed. The issue of funding the signs themselves would be taken to the next Town Partnership Committee meeting on 16th February.

d) Removable Bollards:

Highways have had to replace a significant number of the removable bollards that have been stolen/removed from the Market Place costing approx £1425.00 in recent months. This type of bollard was used to allow full access to this area for market purposes; therefore consent was issued to the Town Council permitting removal/replacement to take place on a Saturday. At present there is no need for all the bollards to be removed on a weekly basis; however, ideally these would still be inspected/checked by the Town Council to ensure the County Council is given early notification if damage or theft occurs. It was agreed that an inspection could be carried out at the beginning of each week as part of other Town Council duties in the area. A plan detailing the location of the removable bollards has been supplied by Highways to ensure that all locations are known and assessed.

e) Princes Street Barrier/restricted byway:

The Town Clerk outlined issues raised by residents in the area of Princes Street regarding the restricted byway designation, signage and measures being taken by the Highway authority to manage this area. If Highways could throw any light on the subject of removing the barrier erected by residents to restrict access for larger vehicles, Jason Glasspoole would investigate and report back to the Town Clerk.

f) Routine Maintenance around the Town:

Copies of the complaints received and reported over the past three months were handed to Jason Glasspoole who would give a written response. All complaints are logged as they come in, some have already been resolved. It was established that the monthly log had not been received the past two months. The Town Clerk would ensure this was sent as routine administration as part of each meeting preparation.

g) Overhanging Trees/Partridge Grove:

This is to do with the clearance of the pathway (overhanging trees and shrubs) between Watton Road and Partridge Grove. This matter is in hand and the work should be carried out shortly. It was noted that the pedestrian crossing in this area linking the Merryweather estate has been repainted.

h) No Entry Sign/Cley Road:

The left hand (nearside) "No Entry" sign in Cley Road, as you approach the Town Hall, needs to be brought forward to the speed limit sign on the corner, rather than on the "two-way2 sign where it is now. Drivers will then see it earlier, and it may help to stop drivers coming down the wrong way past the Town Hall. Drivers may be finding it partly obscured where it is now. This will be looked at again by Highways and if it is possible to make an improvement it will be done.

i) Mini-Roundabouts at Watton Road/Haspall's Road junctions:

These have both been discussed many times previously, but Jason Glasspoole agreed to give an updated report of where these requests sit in the context of future schemes for improvements. In the discussion it was suggested that it was feasible to put in a request for inclusion in a Section 106 planning gain, particularly if there was further development in Brandon Road in the future.

Meeting 4 – with Janet Webb

j) Mill Road

This site meeting was advisory to a group of residents who are experiencing surface water drainage problems. The stretch of private road/pedestrian access links Mill Lane with an

adjoining estate and provides a good pedestrian route to the town centre. The drainage problem is partially caused by additional tarmac that has changed the camber of the surface and collects rather than drains off the water. There is also a drain that needs jetting out. A proposed solution was put forward by Jason Glasspoole of creating a link drain to the existing system; this would help to resolve the drainage problems in that area. As it is a private road this would not be funded by County Council. It was agreed that a starting point would be for Highways to estimate for the works required and send this to the Town Council who would pass it on to Janet Webb. Mrs. Webb could then liaise with a group of residents living in that area to resolve how and who would pay and with a possibility that a local builder may be able to carry this out at a more reasonable cost to the same highway standard.

It was reported at the meeting that Mill lane is a footpath (number 24) and not a road. Previous residents had tarmac the lane and put in a drain. New owners have now inherited the problem. In extreme cases flooding can be as much as 9" deep.

k) Merryweather Road Agency meeting

The meeting took place on 3rd February; a copy of the Merryweather Road scan (report) has been circulated to Councillors at the meeting for information. There are a number of issues in progress and providing Breckland Council answer/satisfy all the issues raised by the Town Council in relation to the handover of play areas, plans have been put in place for a handover event. This would take place on the open space at the Merryweather site on Friday 16th April where all the agencies would be present as a united front in terms of managing the area and answering concerns. It would give an opportunity to carry out further consultation on the play area itself. There is progress being made in a number of areas but a disappointing response reported from an anti-social behaviour survey conducted by Breckland Council with only 15 responses from 160 households.

l) Public Toilets Working Group

The Group has not met recently but some work is going on with two meetings being held with Toilet manufacturers/contractors to take advice on management issues and options. The Town Clerk will prepare a brief for individual Working Group members shortly to get things moving again, but there is little point in arranging a meeting until certain information is available. It is important that the research comes first, and then the detail for any recommendations can be formed.

m) Relief in Need – annual accounts

The accounts have been submitted to the Charity Commission on-line prior to the deadline of 31st January 2010.

n) Community Orchard

Mark Keddie (Environment Group) and Janice Howell (Norfolk RCC) will briefly present an outline proposal for a Community Orchard for Swaffham at the March meeting. Councillors will also receive an invitation between now and the March meeting to attend a site meeting on 16th or 17th February to familiarise themselves with the area. They are looking for the Council's approval in principle to allow them to fully develop their project and look at all possible funding options available to them. On paper this has the potential to be an exciting community project, environmentally friendly, self funding and self sustaining. It would be useful if Councillors would indicate whether they are interested in going to a site meeting? Also which of the two dates suggested Tues 16th or Wed 17th Feb would be more convenient?

Cllr Lister, Sharpe and Gunner indicated that they would like to go on Tuesday 16th at 2pm.

o) Town Hall maintenance

Drakes Electrical have recently been carrying out their 5 year electrical testing of all the fuse boards throughout the building at a cost of £370.00 for the Town Hall and £153.00 for the Museum, both figures + Vat. Mick Ward (Heating & Plumbing) Ltd has recently been called out to the Town Hall to investigate problems with the water heater in the Council Chamber toilets. It was discovered that the water heater was furred up with lime scale and in need of

replacement. They recommended in line scale reducers to be fitted which would have increased the life of the water heater if installed five years ago. The total cost is estimated at close to £1,000 so alternative estimates are being sought, if they are within the Town Hall maintenance budget the Town Clerk will issue instructions for the work to go ahead, if it is over budget this will be referred to the Town Council at their March meeting for consideration.

1632.2 There were no questions for the Town Clerk from Councillors relating to on-going business.

1633. PLANNING/DEVELOPMENT CONTROL:

1633.1. Notification of Decisions/Information from Breckland Council:-

<p>3PL/2009/1079/A Consent to display advertisements to replace existing ATM collar on cash point and replace existing window display with an A1 poster display and illumination. 61 Market Place. Lloyds Banking Group.</p>	<p>3PL/2009/1018/F Planning permission granted for the continuation of part of car park for car sales with portacabin office and new workshop building, car wash etc. Legends, A47. Mr. S. Bell.</p>
<p>3PL/2009/1104/F Planning permission granted for proposed extension to dwelling. 42 Mill Farm Nurseries. Mr. Brian Reynolds.</p>	<p>3PL/2009/0920/F Planning permission granted for the demolition of cart sheds, erection of 12 new dwellings & redesign previous application scheme to provide additional 3 homes. Site south of former Bernard Matthews premises, Castle Acre Road. Abel Homes Ltd.</p>
<p>3PL/2009/1103/CU Planning permission granted for the variation of condition No. 3 of 3PL/95/583/CU to allow the premises to be used as a MOT Testing Station. 4 Castle Acre Road, Trevor Greef Motor Services Ltd.</p>	

1633.2. Planning applications:-

<p>a) 3PL/2010/0023/CU Change of use to vehicle wash for use by general public (retrospective). 53 Station Street. SAS Vehicles Hire. NO OBJECTION – Swaffham Town Council would like the planning authority to consider where the waste water in the tank would drain to. There are also concerns with the overflow drainage. Could the planning authority confirm with the applicant that there would be no overflow drainage into Northwell Place and Northwell Pool?</p>	<p>b) 3PL/2010/0049/F Erection of 2 No. two storey dwellings with associated parking. 75 The Oaklands. Mr. Creed and Miss Gilding. OBJECTION – Swaffham Town Council would like the planning authority to look at parking restraints in the area and other properties which would be overlooked. 19 letters of objection have already been forwarded to Breckland plus one more today.</p>
<p>c) 3PL/2010/0069/F Proposed alterations and extension. The Paddocks, Cley Road. Dr. Sanjay Kaushal. NO OBJECTION</p>	<p>d) 3PL/2009/1193/F Photovoltaic solar panel mounted on a rotating tracker. Ecotech Centre, Turbine Way. Next Generation Ltd. NO OBJECTION</p>

1633.3. Late applications received at the Mayor's discretion.

<p>3PL/2010/0063/F Extension to existing petrol filling station shop. BP Filling Station, A47 Bypass. Malthurst Fuels Ltd. NO OBJECTION</p>	
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1633.4. Planning correspondence, or notifications of planning enforcement & TPO's. A copy of the Core Strategy and Development Control Policies, Development Plan Adoption Statement (17th December 2009) has been received and is in the Town Hall if Councillors wish to see it.

1634. FINANCE:

1634.1. The Council were circulated a list of payments for February 2010 at the meeting.

The payments for February were unanimously approved.

1635. GENERAL CORRESPONDENCE:

1635.1.(a) The Town Clerk has received official confirmation of the Town Council's 35 page application for grant funding from the European Union for the Civic Twinning Visit in September 2010.

(b) E-mailed correspondence from Mr. B. Law re- 'Swaffham, Fakenham & Watton as it is' has been received. This is a circular e-mail sent to all three tiers of local government intimating that "If all of us were to stop paying our council tax then things would have to improve."

(c) A general thank you letter from the Norfolk Deaf Association has been received for the Council's support during 2009 by displaying posters and advertising material on their behalf.

(d) A standard thank you note from the Citizens Advice Bureau has been received for the Council's Section 137 grant of £150.

(e) There was no late correspondence to consider.

1634.2. Mrs. Heads attended the extraordinary meeting on 13th January and has put forward some suggestions for consideration in respect of managing the toilets. These will be considered by the Working Group at the appropriate time.

1634.3. An invitation was received to a Larger Councils meeting on Tuesday 9th March 2010 at Aylsham Town Council (speakers Daniel Cox, Leader of Norfolk County Council and Chris Walton, Head of Democratic Services, Norfolk County Council. The Town Clerk and the Mayor will be attending this event, if any other Councillors wish to attend, please inform the Town Clerk before the end of February.

1636. COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1636.1. FINANCE & GENERAL PURPOSES Committee	2 nd December 09		
1636.2. OPEN SPACES & AMENITIES Committee	4 th Nov 09	3 rd Feb 10	Correspondence relating to chickens at Shouldham Lane allotments was received and circulated to Councillors. The Town Clerk reported that he has referred this issue to the RSPCA asking them to take a look and to give general advice. There was a concern raised from a Councillor over the state of the allotment in question, including the rubbish on the site. It was felt that some leeway should be given due to the bad weather and to await the advice from the RSPCA.

<u>Page 994</u>			The Open Spaces Committee has started to look carefully at the Committee Structure and should be able to recommend any proposed changes at their April meeting for consideration by the full Council. An update from the Swaffham in Bloom meeting on 10 th February has been circulated from Cllr C. Gunner.
1636.3. PLANNING Committee	13 th Aug 09		
1636.4. RECREATION GROUND Committee	4 th Nov 09	3 rd Feb 10	The Recreation Ground Committee are just awaiting confirmation from Breckland of the Section 106 money (£10,000) and they can instruct a contractor to get on with installing their 'fitness for all' project – with 10 pieces of new equipment for all ages. The aim is to launch the new equipment in the first week of June.
1636.5. TOWN PARTNERSHIP Committee	9 th Oct 09	16 th Dec 09	There are various reports contained elsewhere on the agenda that relate to Advance Swaffham. The Committee meet next Tuesday. Plastic Bag Free Update - An e-mail from Michelle King at Breckland Council was been circulated to Councillors at the meeting. A further meeting of the Working Group is planned for next week. There is consultation on-going at present and it looks promising for a May launch.
1636.6. PERSONNEL	16 th Oct 09		There was a report given at 15.1 on the agenda from the Personnel Committee.
1636.7. MARKET	21 st Sept 09	25 th Jan 10	At the Market Committee meeting on 1 st February the Town Clerk was instructed to check the Market Charter and bring details to the full Council meeting. This followed a discussion relating to the Indoor Market being run by Icen Partnership on 5 or 6 occasions each year in the Assembly Rooms when the rooms are not let out. The Market traders in particular were concerned on the issue of a Market being advertised adjacent to the Saturday Market, traders leaving the outdoor Market in favour of moving to the indoor Market, direct competition to some traders reporting a drop in trade and the fact that it was cheaper to hire stall space inside the Assembly Rooms at £15 than it was for casual hire outside at £24 would constitute a rival market. As a matter of urgency the Committee wanted the word Market removed from the advertising of the event to be held on the forthcoming Saturday, as concern was registered at this being the fourth consecutive Saturday. The Committee felt that the event was against the spirit of the Market charter. The Town Clerk met with Icen Manager Dennis Tallon (and Vicky Mason) the following morning to explain the situation informally prior to confirming the details by e-mail later that day. Mr. Tallon immediately took the decision to cancel the

forthcoming Indoor Market scheduled for the Saturday stating that the Council want to ban the indoor Markets. The Town Clerk reiterated that this was not the case and that the Market Committee would have no objection to Icenii infilling free Saturday's with craft fairs. It was agreed that the Clerk would supply the list of the variety of licensed traders to Icenii so as to avoid duplication and upsetting the Market traders.

The matter was raised as a report from the Market Committee to the Open Spaces Committee on 3rd February where the Clerk was able to advise in respect of the Market Charter and Market Law. It was debated fully and two recommendations are put forward from the Open Spaces Committee for consideration by Full Council:

- 1) RECOMMENDED – to ban any Market under the council's Market Charter on a Saturday within the boundary of six and two thirds miles with the exception of craft fairs.
- 2) RECOMMENDED to issue a licence to Icenii Partnership in respect of the Friday Indoor Market and Fabian Eagle's Saturday Poultry Market as a formality with either a nominal or no charge.

Prior to considering these two recommendations the Town Clerk made a further recommendation to be taken as part of this process:

- 3) RECOMMENDED to agree in principle to recommendations 1 and 2. The proviso being that the detail of the licence is resolved by taking account of best practice nationally, taking advice from the National Markets Federation and any other form of free advice (SLCC/NALC etc). This would be an all encompassing licence that would apply to rival Market activity within the six and two thirds miles of Swaffham Market Place. To consult with potential licensees and debate the practicalities of the licencing in a Markets Working Group (set up for the purpose of delivering the Market Traditions Project – Granted £10,500 from the LSP Board). The draft licence and guidance would then come back to full Council for approval.

There was a lengthy discussion relating to this issue. Cllr Wade voiced her concerns saying that positive points can be made to the other activities in the town. Type of stalls and frequency of markets need to be looked at. Option 1 is fraught with difficulties and a ban may also affect other activities. An alternative should be looked at, a simpler approach to draw up a formal agreement listing conditions that do not conflict with the outdoor market. Cllr Wade proposed and Cllr Gunner seconded not to accept 1st recommendation, with the 2nd to be deferred until next meeting for further details. The 3rd option to be accepted but with the removal of the 1st sentence

and to include the addition of the working group to look at other options of a formal agreement.

There were 4 votes for and 4 votes against with the Mayor using his casting vote which gives 5 votes against. The vote was lost.

Cllr Jennison proposed and Cllr Lister seconded to accept the recommendation of option 1 & 2 from the Open Spaces Committee and the 3rd option from the Town Clerk. There followed a further discussion whereby this proposal was withdrawn. Some councillors stated that they had no objection to a craft fair in the Assembly Rooms; the Friday fair is not in competition with anything else. The council has received objections from market traders where stalls are duplicated what is inside to what is outside, they want to avoid this. The Town Clerk reported that there has been a lot of discussion and good ideas from the Open Spaces & Market Committee. All parties need to talk before anything is set in stone but we must protect the Saturday market.

Cllr Sharpe proposed and Cllr Jennison seconded not to accept recommendation 1 but to accept recommendation 2 and 3 but with the exception of the reference to recommendation 1 in the 1st sentence of recommendation 3.

It was agreed with 4 votes for, none against and 3 abstentions to not accept recommendation 1 but to accept recommendation 2 and 3 but with the exception in recommendation 3 of the 1st sentence.

1636.8. Youth Council	23 rd Nov 09	14 th Dec 09	<p>The Youth Council are organising another Rock Night on the 17th July in the Assembly Rooms. They have also committed their help and part of next year's budget to the Twinning Weekend in September. They will be organising the entertainment for the Civic event on the Saturday night. It is hoped to get the schools involved.</p>
1636.9. Twinning Liaison Committee	1 st March 09		<p>A letter from Swaffham Twinning Association regarding 796.55 Euros grant was received and circulated to Councillors. This will be considered by the Twinning Liaison committee</p> <p>Cllr Darby declared an interest as he was one of the parties last year and refrained from voting.</p> <hr/> <p>It was agreed for the money to be divided equally amongst all the participants</p> <hr/>

1637. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1637.1.1. Icen Partnership (Cllrs Darby, Matthews & Lister)

There have been no meetings since the last Town Council meeting.

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1637.1.2. Swaffham Museum Ltd (Cllrs Matthews)

An invitation to all Councillors and staff to the re-opening of the Museum on Saturday 13th February has been received and circulated to Councillors. Any Councillors wishing to go can they inform the office as soon as possible? Cllrs Jennison, Darby and Gunner indicated that they would like to attend.

1637.1.3. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

No report received

1637.1.4. Swaffham Infant School (Cllr Skinner)

No report received

1637.1.5. Local Area Group LAG (Cllr Shirley Matthews)

No report received

1637.1.6. Swaffham & District Tourism Association (Cllr Wickerson)

No report received

1637.1.7. Olive Tree Project (Cllr Skinner)

No report received

1637.1.8. Swimming Pool association (Cllr Wade) Cllr Gunner as substitute

No report given

1637.1.9 Horticultural Society (Cllr Lister)

This is closed down and will be taken off the agenda next month.

1637.1.9. Garden Science Trust (Cllr Wade)

No report received

1637.1.10. Health Forum (Cllr Wade)

No report received

1637.1.11. Breckland CCTV Group (Town Clerk)

No report received

1637.1.12. Swaffham Community Transport (Cllr Gunner)

No report received

1637.1.13. Learning Partnership (no representative)

No report received

1637.1.14. Norfolk Association of Local Councils (Cllr Matthews)

No report received

1638. BRECKLAND COUNCIL.

1638.1. (a) A press release 'Join the Breckland Blitz' – 7 week clean up from 1st March 2010 was received and circulated. This is due to be launched on 1st March for seven weeks with the aim of reducing anti-social behaviour and improving the environment. It is a clean up event to help keep the district clean. With teams removing graffiti, litter, fly tipping, overgrown vegetation and environmental eyesores. Volunteers will work alongside the Council's Pride in Breckland and Street Scene teams.

1638.1.(b). A copy of permission granted to the Norfolk & Norwich association for the Blind to use the Market Place Car Park on 27th, 28th and 29th April 2010.was circulated.

1638.1.(c) Correspondence relating to Application for the Variation of a Premises Licence Premises: White Hart Inn, 2 London Street was received and circulated. This correspondence was dealt with by the Licensing Committee today at the local hearing in the Assembly Rooms.

1638.1.(d) Late Breckland correspondence for information only.
There is no late Breckland correspondence to consider.

1638.2. Nominees for the 'Seventh Annual Norfolk Waste Partnership Awards' to be held on 29th March 2010 was received and circulated. The Town Council can put forward nominations for the Norfolk Waste Partnership Awards in March 2010.

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1639. NORFOLK COUNTY COUNCIL.

1639.1.(a) Information re-'Scamnesty' programme 1st – 26th February 2010.

A substantial amount of useful information has been circulated relating to various scams and how to assist the Office of Fair Trading in their efforts to outlaw them.

1639.1.(b) Late County Council correspondence for information only.

There was no late County Council correspondence.

1639.2. Information relating to resurfacing of footpath from Campinglands through the Antingham's – Mr. D. Mills, Countryside Access Officer was received and circulated.

It was agreed that there is no objections to this work being carried out but asked if they could look at the access and the uneven steps for buggies

1640. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1640.1 Wednesday 16th February 2010 Town Partnership Committee 6.00pm at the Town Hall.

1640.2 Monday 1st March 2010 Youth Council 6.30pm at the Town Hall.

1640.3 Tuesday 2nd March 2010 Twinning Liaison Committee 7.00pm at the Town Hall.

N.B. Change of date Monday 8th March

1640.4 Wednesday 10th March 2010 - Full Council – 6.45pm at the Town Hall.

1640.5 Monday 22nd March 2010 Relief in Need Charity 7pm at the Town Hall.

1640.6 Monday 29th March 2010 – Market Committee – 6.30pm at the Town Hall.

1641. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1641.1. Confidential report from the Personnel Committee following their meeting of the 25th January 2010.

a) The Town Clerks Appraisal is now complete.

b) Pay scale for Receptionist post.

It was agreed that the receptionist post should be link to the SLCC pay scale 7-12 and from the 1st April 2010 the pay rate will be SCP7.

c) New Projects.

It was agreed to have a temporary hold on any new issues other than emergencies up to and including the May full Town Council meeting.

d). Closure of office

It was agreed to allow the Town Clerk to close the office for Thursday and Friday next week and on 3 further days over the next 6 weeks.

e) Project Officer Post

It was agreed to proceed with recruitment of a Support Officer for 20 hours at a mid-rate in advance of waiting for the outcome of the Breckland Council grant.

f) Public Toilets Working/Outside Staff.

It was agreed that the Town Council take on a full time outside member of staff as the earliest opportunity with part responsibility being cleaning toilets (if required or Grass Cutting if not) and part to be a trainee Town Gardener to work alongside the Town Gardener in his last year.

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1641.2. The Town Clerk requested that Councillors refrain from contacting the office on the closed Wednesdays unless it is an emergency.

The meeting closed at 9.07p.m.

Chairman

Notes from the public session

Market - There was concern relating to conflict between the Town Council and the Icen Partnership relating to the Market. The Council were urged not to take irreversible decisions at this meeting.

Parking in Heathlands – A problem has been brought to light relating to a parking problem where people are parking on a grass verge which is making it difficult for residents to manoeuvre. The Town Clerk was supplied with some information relating to this, he and the Deputy Clerk will contact those people concerned to see what they can do to help.