

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 14th July 2010 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr I. Sherwood

Councillors: - Mrs C. Baker, Mr D. Butters, Mr P. Darby, Mr C Gunner, Mr D. Harman, 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 Dave Ready

Public: - 25

1708. APOLOGIES & REASONS FOR ABSENCE

1708.1. There were no apologies for absence.

1709. DECLARATIONS OF INTEREST

1709.1. Cllr Sherwood declared an interest on item 1719.2 and 1719.3 as he is Chairman of the Licensing Committee. He declared a personal interest on 1719.4.

1709.2. Cllr Butters declared an interest on anything to do with the Museum and the Town Estate.

1709.3. Cllr Gunner declared an interest on anything to do with the Museum.

1709.4. Cllr Baker declared a prejudicial interest on item 1714.2, planning application - 0707/LB as she is a town centre business owner.

1709.5. Cllr Sharpe declared a personal and prejudicial interest on item 1719.4. as he is a Town and District Councillor.

1709.6. Cllr Matthews declared a personal interest on item 1719.4 as she is a Town and District Councillor.

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

The meeting was reconvened at 6.58p.m.

1710. REPORTS: police, principal authority etc

1710.1. POLICE report

a) The crime stats for May 2010 were received and circulated to Councillors. An explanation was requested on what Other means on the crime states. PCSO Ready replied that he couldn't say off the top of his head but it is anything that does not fall into any other categories.

b) The e-mailed exchanged with Inspector Porter regarding absence from June meeting was circulated to Councillors. It is recorded that due to operational pressures the Police were not in attendance last month.

c) A circular letter from the Chief Superintendent Sarah Hamlin was circulated to Councillors at the meeting. It outlines a revised structure for local delivery of policing in Norfolk. PCSO Ready reported that the police are changing the way they are setting priorities. SNAP meetings will begin on the 28th September, the last LAG meeting occurred in August. PCSO Ready requested a nominee from the Town Council to act as a representative for the SNAP meetings. Cllr Darby proposed Cllr Matthews as the representative.

It was agreed for Cllr Matthews to become the representative of the Town Council for the SNAP meetings.

d) A request has been received from Inspector Porter regarding the use of the Council Chamber for SNAP meetings. The Town Clerk advised that if agreed there would be a cost

incurred by the Town Council as a member of staff would be required to unlock and lock the building to allow access and then reset the alarm. The cost could be avoided if meetings were structured during the day. PCSO Ready reported that the Police have been negotiating with the fire service to hold the meetings there now. However, there is a request to use the Town Hall for the Homewatch meeting which will be hosted by PCSO Bailey on the 27th August. This meeting would be the inaugural meeting, the frequency of future meetings would be decided at this meeting. The request is for a free of charge use. There followed a discussion. If the Council agreed to this then they would incur a charge for someone to unlock and lock up. Cllr Wickerson proposed and Cllr Gunner seconded to suggest they approach Icen Partnership to use the Community Centre as there always someone using the building. If this is not possible then the offer would be to use the Council Chamber during the day or on a Tuesday evening.

It was agreed to suggest the Police approach Icen Partnership to use the Community Centre for Homewatch meetings, if this is not possible they can use the Council Chamber free of charge if the meetings can either be planned for during the day or on a Tuesday evening. This will cut down on the caretaker cost as there are already people using the building.

e) A request for a grant of £400 towards the proposed gates to the alleyway from the Market Place to Whitsands road was received and circulated to Councillors. If the Council agree to this request from their Section 137 budget then it would take the remainder of the agreed budget for the year. Alternatively the Council could consider using their un-allocated match funding budget which will have sufficient funds available. PCSO Ready reported that the Police are working in conjunction with Breckland Council and Stead and Simpson, the alleyway would be cleared by Breckland Council. The alleyway was being used for drug use and there was constantly dog mess in the middle of the alleyway. The purpose of putting gates up in the middle of the alleyway is to try and appease this. The gates would be on a key code and would be closed during the hours of darkness by the shopkeepers. Breckland is looking into the legality of this as it is a right of way. The total cost of the project is £1500 and it is hoped to spread the cost between Breckland Council, the Police and Swaffham Town Council. There followed some questions from Councillors: -

The positioning of the gate was questioned as it seems quite a way in. The Clerk pointed out to Councillors that the explanation is in the pack. The Police are looking at putting a light on the Stead and Simpson building to light the alleyway. The proposal would be that the access to the alley would be restricted at night. It was pointed out that a bright light could possibly be more of a deterrent than a gate.

It was agreed with 1 against and 1 abstention to wait to find out from Breckland on the legal issue of closing off a public right of way before a decision is made on any grant from the Town Council for this project.

f) There followed questions from Councillors on police related topics.

Travellers

Concern was expressed by Councillors regarding the Travellers at Tower Meadows. A number of complaints have been received from members of the public by Councillors. It was reported that there is a joint approach from Breckland, County Council and the Police. There have been some incidents reported near Northwell Place Residential Home. The residents are very reserved about contacting the Police. People are concerned that there does not seem to be any CAD numbers for any incidents reported. PCSO Ready stated that he would check on that, he was aware of a CAD number for an incident of a ball going into someone's garden but not aware of any other CAD numbers. PCSO Ready was asked if he had personally liaised with Breckland on this – he replied that he has not and they have not contacted him. He has told the residents to call it in so a CAD number can be recorded. It was reported to PCSO Ready that a generator was running at 11pm at night, could the SND patrols ask the travellers to run them at a reasonable time. It was stated that Gordon Partridge from Breckland has already spoken to the travellers about this.

Illegal Parking

It was reported that a red van is parked on the pavement on Whitsands Road on a regular basis, can this be looked into.

1710.2. COUNTY COUNCILLOR report from Cllr Ann Steward.

Cllr Steward was not in attendance.

It was agreed for the Clerk to e-mail Cllr Steward requesting a written report for meetings if she is not able to attend.

1710.3. BRECKLAND COUNCILLOR report from Cllr Sharpe.

The Breckland Youth Council has £5000 available for youth projects that involve young people aged between 11-18 year olds. There are 4 main themes and any grant application has to meet one of them. They include: -

- Reduce anti-social behaviour
- Increase the number of people involved in community activities
- Improve health and well-being
- Raise environmental awareness in local communities

To mark the launch of Breckland's first Norfolk Village Games, Watton Sports Centre is hosting a knockout competition on the 24th July which will include five a side football, tug of war, arts and crafts, climbing, dance, archery, tennis etc. The Village Games will be held every year in a different location. Breckland residents of all ages are invited to turn up and have a go at one of the sports. The games is a 3 year initiative, beginning with Breckland, Broadland, North Norfolk and West Norfolk Councils holding inter-village games in each of their districts in 2010. Breckland and Active Norfolk are calling on villages in the district to sign up and enter a team to participate in this year's Games; set to be held at Watton Sports and Social Club on Sunday 19th September.

On the 8th July Breckland Youth Committee quizzed experts on items they wanted to know the answers to. Over 80 children attended the event and they watched a fast paced play which illustrated the importance of taking part in the democratic process. After the play youngsters were split in four groups to talk about environmental, anti-social behaviour, leisure and transport issues that affect the lives of young people, it was a very good meeting.

1711. MAYORS' REPORT

1711.1. Civic Events attended by the Mayor.

11 th June	Norfolk County Council Chairman's Reception – attended by the Mayor & Mayoress
13 th June	Thetford Mayor's Civic Service – attended by the Deputy Mayor
14 th June	USAF Change of Command Ceremony – RAF Lakenheath – attended by the Mayor & Deputy Mayor
20 th June	Dessert Rats Victory in Europe – 65 th Anniversary – attended by the Deputy Mayor
3 rd July	Swaffham Library 50 th Anniversary – attended by the Mayor
5 th July	Pride in Norfolk – Meet the Judges – attended by the Mayor

1711.2. Urgent reports at the Mayor's discretion - prior notice must be given.

There was one late matter in respect of the Breckland Christian Fellowship who asked permission to use the Haspall's Road Recreation Ground on Friday 6th August 6pm – 7.30pm for a Messy Church event.

It was greed to grant permission for Breckland Christian Fellowship to use the Recreation Ground on Friday 6th August for a Messy Church event.

1712. MINUTES

1712.1. The minutes of the meeting of the Full Council on Wednesday 9th June 2010 were agreed and signed as a true record by the Chairman.

1713. TOWN CLERK REPORT

1713.1. Report from the Town Clerk regarding on-going business.

Most of the on-going business featured elsewhere on the agenda. There have been conferences attended at Cheltenham and Norwich in the past week, an allotments training day and a Larger Councils meeting. A meeting with the PCC, Twinning Association, RAF Marham, various land owners, Pride in Norfolk Awards and the Plastic Bag Free handover to name but a few.

1713.2. Councillors questions relating to on-going business.

The Toilet Review will be looked at in more detail at the September meeting.

1714. PLANNING/DEVELOPMENT CONTROL:

1714.1. Notification of Decisions/Information from Breckland Council:-

<p>3PL/2010/0286/F Planning permission granted for conversion of existing garage into annexe & erection of new double garage. Stoneycroft House, New Sporle Road. Mr. 7 Mrs. D. Stone.</p>	<p>3TL/2010/0409/F Planning permission granted for extension to rear of garage & replace flat roof of garage with a pitched roof. 43 Cley Road. Mr. F. Nicholls.</p>
<p>3PL/2010/0379/F Planning permission granted for a replacement conservatory to the north western elevation. 60 Watton Road. Mrs. Deayton.</p>	<p>3PL/2010/0332/F Planning permission granted for demolition of old timber garage & construction of new block & rendered pitched roof garage. Hillview, 15 Norwich Road. Mr. G. Maskell.</p>

1714.2. Planning applications:-

<p>3PL/2010/0586/F Variation of condition 5 on pp 3PL/2010/0120/F – change of operating times. 53 Station Street. Mr. P. Sands SAS Vehicle Hire. OBJECTION – The Council object to the additional hours of operating times as this would create a lack of amenity to local residents that would be caused by extended noise. This objection was agreed with 1 against and 2 abstentions.</p>	<p>3PL/2010/0652/LB & 3PL/2010/0681/CU - Provide additional seating area within empty shop unit for the use of the café. 50 Market Place. AMG Leisure Ltd. NO OBJECTION – The Council requests that the Iron railings are taken off the front of the shop.</p>
	<p>3PL/2010/0707/LB Internal & external alterations. 15a Market Place. Fairways Partnership. Two letters of objection were received prior to the meeting with a further nine received and circulated to Councillors at the meeting. Clarification regarding the issues relating to this application has been received via e-mail from Phil Daines Development Services Manager. The application has been called in by Cllr Shirley Matthews but yet to be confirmed as on the Development Control Committee agenda as this has to be agreed by the Committee Chairman.</p>

The legal advice is that the proposed use does not need planning permission. The current A1 Use Classes Order is the same for the proposed use as a funeral directors and a chapel of rest is considered to be ancillary to that use.

The Local Planning Authority can only look at the issues relating to the physical changes to the listed building which do not need planning permission. The applicant has been asked for additional details.

Options open to the Council if they agree with the objectors:-

- 1) To try and persuade Breckland Council that planning permission is required.
- 2) To approach the Landlord and impress upon him the issues rose in correspondence received to date.
- 3) Providing the application being called in is approved by the Committee Chairman to attend the Development Control Committee and make the representations direct.

There followed a discussion: -
Development control committee will not take notice of public sentiment but will only take notice of planning issues. Objections have to be in accordance with planning regulations; decisions could be overturned on appeal, which could be costly to Breckland. Comments must reflect the councils concern on the affect of local businesses and that it is not appropriate. Contact has not been made with Andrew Gayton, the Historic Buildings Officer as he is away until Monday. Fairways are a subsidiary of the co-op. Attempts have been made to contact the landlord but he does not want to meet. The Regional Manager of Fairways has offered to come to Swaffham for a meeting. The lease was signed in May. It is an absolute nonsense to have a funeral parlour to be in the same category as sweet shop whereas an estate agent has to have a change of use. A1 use was discussed in parliament during the last government because they did not know what category to put it in. There is nothing to stop a funeral director opening next to any shop they want.

OBJECTION – The Council objects to this application whilst acknowledging that technically under Listed Building Consent

objections to this application on the grounds of planning or change of use cannot be entertained. However, the Council are of the opinion to support the substantial local opposition to the use of the premises as a Funeral Directors/Chapel of Rest on the grounds of the negative impact on adjacent local businesses. The total impracticality of using or attempting to use the Shambles as a means of access for hearses into a congested service area and existing blind onto a main bus route. We would therefore urge the Development Control Committee to consider this application accordingly taking into account the views of Swaffham Town Council and the Swaffham community at large. Secondly we would respectfully argue that the above mentioned objections, and in particular with reference to the access problems at the rear of the building, do in fact warrant and constitute the basis of a Planning objection in a Conservation Area. The Council strongly recommend that Planning Consent should have been applied for and refused.

It was agreed for the Clerk to represent the Council at the Development Control meeting. It was also agreed for the Clerk to approach the landlord to discuss this issue.

1714.3. Late applications received at the Mayor's discretion.

3PL/2010/0738/F Proposed new shopfront (resubmission of application 3PL/2009/0454/F) Iceland Foods, 77 Market Place. NO OBJECTION	
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1714.4. Site Specific Policies and Proposals Preferred Options Consultation Document – start of consultation period from 16th June to 30th July 2010 including a drop-in event on 16th June at Breckland Offices, Dereham. The Town Council have a confidential report to consider at item 15.2 on the agenda.

1714.5. Planning correspondence, or notifications of planning enforcement & TPO's. There were no late planning issues to consider.

1715. FINANCE:

1715.1. The Council were circulated a list of payments for July 2010 at the meeting.

The payments for July were unanimously approved.

1715.2. A request was received and circulated to Councillors for a grant from Norfolk Accident Rescue Service. This request is for a section 137 grant, the Council has supported this organisation in the past but not every year. Cllr Wickerson proposed and Cllr Butters seconded not to give a grant this year.

It was agreed with 1 objection not to give a grant to the Norfolk Accident Rescue Service this year.

1715.3. Details relating to a parade to honour the RAF II (AC) squadron unit returning from Afghanistan on Friday 6th August 2010 were given to Councillors. The Parade was organised for Friday 6th August at 11am. The Mayor and Town Clerk followed their meeting with Wing Commander Adrian Burns with a Liaison meeting of interested parties totalling approximately 20 people to discuss the detail of the parade. Various permissions etc have now been applied for and a further meeting is planned for next Thursday afternoon at 2pm in the Council Chamber. The finer detail will be agreed and the commitment of the Town Council will be known. The Council have to decide whether they wish to have an event for the dignitaries'. The Town Clerk seeks permission to close the office on that morning to allow staff to be utilised elsewhere to assist with the organising of the event and watch the parade itself.

It was agreed in principle to hold a small reception for dignitaries after the parade. It was also agreed to close the office for the day.

1715.4. The alarm query by Paul Luxford regarding alarm panel upgrade was received and circulated to Councillors. APG Systems responded to the issue raised by the Council at the last meeting in respect of the alarm panel problems being picked up at the time of submitting an estimate. They saw nothing in advance to expect anything less than an 'Industry Standard' system so that any company can work on it. The Town Clerk has now sanctioned the system upgrade as agreed at the June meeting. A discussion took place regarding the Museum side of the building and it was reported that the next Trustees meeting will take place on the 9th August.

It was agreed for Cllr Wickerson to approach the Trustees of the Museum to ask for a donation to the cost of the upgrade of the alarm panel.

1716. GENERAL CORRESPONDENCE:

1716.1. Correspondence for information only:-

(a) First monthly report by e-mail from Elizabeth Truss MP.

Elizabeth Truss was sworn in on 20th May and made her maiden speech on 8th June. The report mentions the various issues that have been dealt with in the past month.

(b) E-mailed correspondence with Mr. Roy Fowler in respect of Swaffham Air Cadets cleaning up the churchyard. The Town Clerk arranged for staff to take away garden rubbish after a clean up by the Air Cadets in the Churchyard.

(c) E-mailed request granted for a bric-a-brac stall outside the Methodist Church on 19th June for the Phoenix Singers.

(d) AGM notification from the Norfolk Playing Field Association for 15th July 2010 at Fakenham Sports Centre and the minutes of the 2009 AGM held at Easton College.

(e) Late correspondence for information only.

There is no late correspondence to consider.

1716.2. Democracy Day Monday 19th July 2010 – free event at Pottergate, Norwich organised by Inspire East. This is a training event which may be of interest to Councillors, there will be no Town Council staff attending.

1716.3. Notification and attendance of a meeting with Elizabeth Truss MP at the Town Hall in Swaffham on 3rd August at 2pm. The two issues on the agenda would be markets and travellers. This is an open invitation to attend a meeting with our MP Elizabeth Truss to discuss Markets and Travellers; the latter of course being a principal authority issue. Councillors were asked to let the office know if they wish to attend.

1716.4. E-mailed correspondence from Steve Shaw the National Co-ordinator of Local works requesting support for 'Early Day Motion 178' to reverse community decline and protect thriving communities (under the Sustainable Communities Act). There was no comment from the Council.

1716.5. A complaint was received via Breckland and County Council from Mr. Neil Evans (Thetford) regarding poor condition of the public toilets. This gentleman has complained previously about the public toilets and received a detailed reply. The issues raised are simply unfounded.

1716.6. A request was circulated to Councillors from Peter Jackson to use the Buttercross on Sunday 5th September as part of a Wedding Fair.

It was agreed to grant a request to use the Buttercross on Sunday 5th September as part of a Wedding Fair and to advise as appropriate for the various other permissions necessary to stage the event.

1717. COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1717.1. FINANCE & GENERAL PURPOSES Committee	2 nd December 09		
1717.2. OPEN SPACES & AMENITIES Committee	30 th June 10		<p>a) Councillors were given a copy of a draft Committee Structure prior to the meeting. There was one late amendment to the draft for consistency: The Market Committee to meet quarterly or as required instead of bi-monthly and it is a Committee not a sub-committee. The new structure is designed to give Committees the delegated power to make more decisions without referring back to full Council. All committees will still have to consider when it is appropriate to do so and all Councillors have the right to call Committees into account. This should in time cut down on the full Council agenda and enable the Council to work more efficiently. The Recreation Ground committee will be put on next agenda to look at as well as other play areas.</p> <p>Personnel committee – Cllr Wickerson will make a representation to the Clerk on restructuring the personnel committee.</p> <p>Open spaces – The recommendation to dissolve the Open Spaces Committee and amalgamate it with the Finance Committee was put forward.</p> <hr/> <p>It was agreed with 9 votes for the dissolve the Open Space & Amenities committee and amalgamates it with the Finance Committee.</p> <hr/> <p>Planning – The recommendation for the Planning Committee to meet on the 1st Tuesday of the month at 9.30am was put forward. Cllr Butter proposed and Cllr Lister seconded to go ahead with the recommendation. The vote was lost with only 4 votes for. Cllr Harman proposed and Cllr</p>

Wickerson seconded not to accept and keep to Full Council.

It was agreed with 6 votes for and 3 against to not accept the recommendation and to keep Planning matters with the Full Council.

Committee Structure organisational chart
 – The recommendation to adopt the chart, use more liaison or advisory groups and to organise these meetings where possible during the day was put forward.

It was agreed to adopt the committee structure organisational chart, to use more liaison or advisory groups and to organise these meetings where possible during the day.

All other options – The other options highlighted in red of the report with the exception of planning was put forward.

It was agreed with 1 abstention to adopt the other options highlighted in red of the report with the exception of planning

b) Information from Howard Marshall SCALGA representative on the Open Spaces Committee. This is in relation to cockerels and the data protection act. Mr. Marshall has been in touch with the National Association of Allotments & Leisure Gardeners and has not received conclusive advice. He has also obtained an opinion in respect of the Data Protection Act from the Information Commissioner and enclosed a page from the Information Commissioner website.

All of the information contained in the letter relating to the Data Protection Act can be obtained from the Information Commissioner website. This office is a regulatory body that does not give advice. The rights of the individual have to be protected under the Data Protection Act unless they give their express permission for their details to be passed on to third parties. The Clerk reported that advice will be sought from the SLCC and from the Norfolk branch on NALC concerning the cockerel issues.

At the last open spaces meeting it was agreed to place cockerels furthest away from properties as possible.

1717.3. PLANNING Committee	13 th Aug 09		
1717.4. RECREATION GROUND Committee	12 th July 10	13 th Sept 10	Criminal damage at recreation Ground on 19 th May and 7 th June 2010 was reported to the Police.

<p>Page 1056 1717.5. TOWN PARTNERSHIP Committee</p>	<p>15th June 10</p>	<p>10th Aug 10</p>	<p>a) E-mailed correspondence regarding branding for the town from the Economy Group was circulated to Councillors. This is a discussion that is on-going.</p> <p>b) E-mailed correspondence from the Transport Group/Environment Group relating to planters/sign at the entrances of Swaffham was circulated to Councillors. The new planters have arrived and will be put in position this week. The licence details will be confirmed shortly.</p> <p>Swaffham has been judged by the EDP Judges for the Pride in Norfolk awards, the outcome is yet to be known. The Branding will be presented to Full Council after the Partnership meeting in August.</p> <p>c) A draft proposal for funding an additional 1,000 re-useable bags as part of the follow up to the Plastic Bag free launch – these bags to be sold at cost price in order to pay for future orders was circulated to Councillors. Cllr Jennison proposed and Cllr Sherwood seconded to include this proposal in the forthcoming budget discussion.</p> <p><u>It was agreed to include the request in the forthcoming budget discussions.</u></p>
<p>1717.6. PERSONNEL</p>	<p>16th Oct 09</p>		
<p>1717.7. MARKET</p>	<p>14th June 10</p>	<p>20th July 10</p>	<p>a) The amended draft licence; similarly rules & regulations (latter not yet approved by Market Committee) was circulated to Councillors. There will be some variations necessary by negotiation for premises where there is direct competition with the Saturday Market. i.e. The Assembly Rooms.</p> <p><u>It was agreed to adopt the amended market licence.</u></p> <p>b) The Market Committee recommend that the Council sell three of the Farmers Market stalls and retain the other three.</p> <p><u>It was agreed to sell 3 of the Farmers Market Stalls.</u></p>
<p>1717.8. Youth Council</p>	<p>7th July 10</p>	<p>6th Sept 10</p>	
<p>1717.9. Twinning Liaison Committee</p>	<p>5th July 10</p>	<p>7th Sept 10</p>	<p>There are 29 visitors coming from each town and the organising of the event is falling into place gradually.</p>

1718. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1718.1 Icen Partnership (Cllrs Darby, Matthews & Lister)

1718.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)

The Museum has been successful in obtaining grant money to employ a Curatorial Advisor and also a young person to help the Education Officer. This should help the organisation enormously. The Friends of the Museum have just had 2 enormously successful social events raising just over £800 in 2 months and this too is a great help to the running of the Museum. They should be congratulated on their continuous work in this area.

1718.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)

1718.4 Swaffham Infant School (Cllr Skinner)

1718.5 Swaffham Town Estate (Cllrs Butters and Darby)

The next meeting is planned for the 30th July. A tour of the estate has recently been conducted.

1718.6 Swaffham & District Tourism Association (Cllr Wickerson)

The AGM is coming near. The Chair of the association is Vanessa Scott. The association is not just about hotels and bed and breakfasts but about the other attractions the area has to offer. There is to be an action meeting to work on a tourism strategy.

1718.7 Olive Tree Project (Cllr Skinner)

1718.8 Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute

1718.9 Garden Science Trust (Cllr Wade)

1718.10 Health Forum (Cllr Wade)

1718.11 Breckland CCTV Group (Town Clerk)

E-mailed correspondence with interested parties including estimated costs for CCTV cameras, columns and associated revenue costs were circulated to Councillors. The Town Clerk is having a meeting with Grahame Green from Breckland Council and Inspector Ady Porter from the Police in respect of CCTV proposals. The Town Council are now in possession of all the estimated costs of putting temporary or permanent cameras in various locations. A Breckland Councillor will try and be at the meeting on the 20th July.

1718.12 Swaffham Community Transport (Cllr Gunner)

1718.13 Learning Partnership (no representative)

1718.14 Norfolk Association of Local Councils (Cllr Matthews)

1719. BRECKLAND COUNCIL.

1719.1 Breckland Council correspondence for information only:-

- a) Details regarding local district councillors 'vocal local posters' was circulated to Councillors.
- b) A circular letter, standards newsletter and procedures to fill casual vacancy were circulated to Councillors.
- c) Information relating to Breckland Theatre Festival was circulated to Councillors.
- d) A copy of the Criminal Justice and Police Act 2001: The Breckland (Designated Public Places) Order (Swaffham) 2010 has been received and circulated to Councillors.

e) Late Breckland correspondence for information only.

A late letter was been received from Breckland Council and circulated to Councillors informing them of the next Parish Council Forum Evening on 21st October – but the topics for discussion have to be submitted by 26th August before the Council have their next meeting.

1719.2. The variation of a Premises Licence at the Horse & Groom, 40 Lynn Street was received and circulated to Councillors. Any representations have to be made by the 23rd July 2010.

Cllr Sherwood left the meeting at this point. Cllr Jennison chaired the meeting.

There was a lengthy discussion. Cllr Wickerson proposed and Cllr Matthews seconded to object to the variation of the licence on the grounds of Prevention of Public Nuisance as the Horse & Groom is surrounded by residential properties.

It was agreed with 10 votes for and 1 abstention to Object to the Variation of Licence for the Horse & Groom on the grounds of Prevention of Public Nuisance.

Cllr Sherwood re-joined the meeting and the chair.

1719.3. Notification has been received and circulated to Councillors of Licensing Act 2003 – Draft revised Statement of Licensing Policy, this can be viewed online at www.breckland.gov.uk/licencing act consultation. The last date for Council comments is 20th September 2010. There were no comments from the Council.

1719.4. Transfer of Breckland Council owned Play Areas to the Town Council.

Breckland Council have asked the same question that they asked at the outset under the same terms and conditions which are non negotiable. None of the questions raised by any of the five Market towns in the Breckland area have been answered. There is concern amongst the five Town Clerks and a meeting with the acting Chief Executive has been requested to resolve this matter. Whilst the opportunity exists if the Town Council agree to the offer to raise requisitions as part of the conveyance process in the normal way; the manner in which this has been approached is unsatisfactory.

Cllr Sharpe left the meeting at this point.

There followed a discussion. It was proposed by Cllr Wickerson to accept the recommendation of the Town Clerk.

It was agreed for a meeting to be set up with the Chief Executive of Breckland and representatives of the other market towns in the district.

Cllr Sharpe returned to the meeting.

1720. NORFOLK COUNTY COUNCIL.

1720.1. County Council correspondence for information only:-
There was no late County Council correspondence.

1720.2. The Norfolk Fire Authority Safety Plan – 2011/14 was received and circulated to Councillors. The consultation comments need to be returned by 15th August 2010.

1720.3. An issue relating to a section of obstructed pavement in Brandon Road was reported directly to Highways via e-mail by Councillor Pippa Wade. A further updated e-mail was circulated to Councillors regarding the hedge being cut back. The Town Clerk requests that issues of this type are reported through the Town Hall office so that they are recorded properly and go through the proper channels. Jason Glasspoole has staff that deal with issues of this type who in turn take a lead from the call centre.

1720.4. The Norfolk Minerals and Waste Local Development Framework: Core Strategy and Minerals and Waste Development Management Policies Development Plan Document were received. Any comments need to be made by the 23rd July 2010. It is unlikely that there are any issues affecting Swaffham.

1721. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

- 1721.1. Youth Council – Monday 19th July – 6.30pm – Council Chamber
- 1721.2. Market Working Group – Monday 19th July – 7pm – Community Centre
- 1721.3. Market Committee – Tuesday 20th July at 6.30pm – Council Chamber
- 1721.4. Relief in Need Charity – Monday 26th July – 7pm – Council Chamber
- 1721.5. Town Partnership Committee – Tuesday 10th August – 6pm – Council Chamber
- 1721.6. Planning Committee – Wednesday 11th August 2010 – 9.00am – Council Chamber
- 1721.7. Twinning Liaison (hosts meeting) – Tuesday 7th September – 7pm – Council Chamber
- 1721.8. Full Council – Wednesday 8th September – 6.45pm in the Council Chamber
- 1721.9. Finance Committee – Wednesday 28th July – 7pm – Council Chamber

1722. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

- 1722.1. Confidential report on staffing issues from the Town Clerk.
- a) It was reported that the Deputy Town Clerk, from the 1st August 2010, will be the Parish Clerk for Downham West Parish Council. This will not affect her role as Deputy Clerk at Swaffham.
 - b) A verbal warning was issued to a member of staff.
 - c) Compassionate leave was given to a member of staff due to a personal issue.
 - d) Kate Francis and Kevan Hill's trial period was extended to 6 months. This will be reviewed at the October meeting.
 - e) The Town Gardener, Mike Dye has informed the Council that he wishes to retire.
 - f) Clarification was given to what should be offered the Market Superintendent in respect of a new contract after his retirement age.

It was agreed to accept the recommendation from the Personnel Committee that the pay rate for the Market Superintendent will be SCP 20 at 11 hours per week.

- 1722.2. A confidential report was given from the Town Clerk relating to the LDF submission during the consultation period ending on 26th July 2010.
- a) The Town Council were approached by an adjacent landowner of the former allotment site Days Field, in respect of making representation under the LDF consultation. There was a lengthy discussion.

It was agreed for the Council to write a letter in support of a split development for the town on New Sporle Road and Brandon Road.

- b) A meeting with the adjacent landowners were discussed.

It was agreed for representatives from the Town Council to meet with the adjacent land owners on the 16th July

Notes from the public session

Horse & Groom – Concerns relating to the premises changing from a licensed restaurant to more of a public house. Residential properties surround the premises and concerns relating to noise that already exists were raised. If they are allowed to change their opening hours this will affect local residents. The public were encouraged to write to the Licensing department at Breckland outlining their concerns.

Listed building applications – Fairways Trading – Concerns were raised about this application. Location and access is an issue. An undertaker is not appropriate location for a busy town centre area. The new government wants the community to have more of a voice, in this case they should be allowed to. The town council are consultees, planning decisions are made at Breckland but they might be limited as to what they can do too. There are a number of letters in the Councillors pack but the comments must be directed in the right way so we can have the right outcome. The landlord has the ultimate power.

Gym Equipment – The Council and Rec Committee were congratulated on installing new gym equipment on the Rec, it is well used.

Proposed incinerator for King's Lynn – The question was raised if the Council knew what affect this will have to Swaffham – There was no answer to this question.

Shambles – The ownership of the area was brought up. This is an issue that regular comes up. The shop owners were asked a few years ago to bring their deeds to a meeting to find out who owns which bit but unfortunately no one was forthcoming. To take ownership is a long and costly process. The Council do not know who owns it.