

PAGE 1096

SWAFFHAM TOWN COUNCIL

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

Present: Mayor Cllr I. Sherwood

Councillors: - Mrs C Baker, 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

Assistant Town Clerk: - Mrs R Noble

Norfolk County Council: - Cllr. A Steward

P.C.S.O.: - Paul Bailey

Public: - 8

1783. APOLOGIES & REASONS FOR ABSENCE.

1783.1. Cllr. D Butters – health reasons.

1784. DECLARATIONS OF INTEREST – for items included on the Agenda.

1784.1. Cllr. Gunner declared a personal interest relating to the War Memorial as he is a member of the Royal British Legion.

1784.2. Cllr. P Darby declared a personal interest relating to the War Memorial as he a Friend of the War Memorial.

1784.3. Cllr. S Matthews declared a personal interest relating to the War Memorial.

1798.3. Cllr. T Jennison declared a personal interest relating Norfolk County Council, Meals on Wheels.

1784.5. Cllr. D Harman declared a personal interest relating to the War Memorial.

The meeting was adjourned at 6.47 p.m. for public participation.

The meeting reconvened at 7.00 p.m.

1785. REPORTS: police, principal authority etc

1785.1. The crime stats for October 2010 were circulated to the Council for information: Burglary Dwelling 2, Burglary non dwelling 4, Crime other 1, Criminal damage 21, Drugs offences 2, Theft from motor vehicle 3, Theft of motor vehicle Including 2 cars 3, Theft other 15, Violence against person 13 other 32. Total = 96 crimes.

1785.2. A letter warning drivers not to leave cars unattended whilst defrosting and the appointment of a new Diversity Liaison Officer was circulated to all councillors for information only.

1785.3. P.C.S.O. Paul Bailey gave a report on the November crime stats and a comparison for the same period last year.

1786. COUNTY COUNCILLOR report from Cllr Ann Steward.

1786.1. Councillor Steward reported on the 'Big Conversation' and stated that everyone are being asked for their comments as detailed in the Norfolk Magazine, councillors and members of the public were urged to forward their comments as this is very important with regards to proposals for budget savings.

Cllr. Steward requested for Councillors and members of the public to telephone her with any comments.

1786.2. It was reported briefing sheets have been produced with regards to county priorities for gritting the roads during the bad weather.

1786.3. Cllr. Stewart reported meetings are ongoing with regards to the Incinerator at Saddlebow and stated the proposed bidder would be happy to come along to a town Council meeting to answer any questions. It was suggested for the proposed bidder to come along to a meeting to answer questions.

It was agreed for the proposed bidder to come along to a meeting to answer questions.

PAGE 1097

1786.4. A discussion took place relating to the proposed cuts by NCC to youth services, concerns were that the youth leader position should be maintained for Swaffham.

1787. BRECKLAND COUNCILLOR REPORT from Cllrs. Sherwood, Matthews and Sharpe.

1770.1. There were no Breckland reports.

1788. MAYORS' REPORT

1788.1. The following Civic Events were attended by the Mayor:

- 11th November – Royal British Legion, Dedication of New Standard.
- 11th November – Church Service
- 19th November – Church Appeal Launch
- 26th November – RAF Marham, Tornado Force Event + Presentation & Reception

1788.2. It was reported there are still some of the 'Save Marham' petitions in shops around the town. The Mayor asked all Councillors if they could collect them and then pass to him.

1789. MINUTES:

1789.1. The minutes of Wednesday 10th November 2010 were signed as a true record by the Chairman.

1790. Report from the TOWN HALL by the Deputy Clerk:-

1790.1. It was reported the interviews for the position of Deputy Town Clerk took place yesterday and today, with 10 applicants being short-listed from 48 applicants who filled in the application forms and approximately 80 who requested an application pack. There will be a report to the Council in the private session at 15.1 as we have been able to appoint a successor to Michelle Meyrick who sadly leaves us at the end of January.

1790.2. The Town Clerk has held meetings with Janice Howells (Norfolk RCC) and Mark Keddie the unofficial leader of the Community Orchard Group with a view to helping them set up a Charitable Trust to properly manage the Community Orchard Project. This is in progress and a model constitution is being modified to get things moving. A steering group is working towards their first annual meeting early in the new-year.

1790.3. The Town Clerk has met with Paul Walmsley the area manager for the 2011 Census. Mr Walmsley has been pointed in the direction of the newsletter editor and other key information points around the town. He will be making contact with KLARS to manage the migrant worker population to make them aware of the Census. Similarly he would do a presentation to the Youth Council if required.

1791. PLANNING/DEVELOPMENT CONTROL:

1791.1. Notification of Decisions/Information received from Breckland Council.

3PL/2010/0944/O Refusal of outline planning permission for the erection of 1.5 storey dwelling (3 bedrooms). Land to rear of 33 Watton Road.. Mr. Jason Spurling.	3PL/2010/0995/F Planning permission granted for the demolition of utility and erection of a single storey rear extension. 31 Hillside. Mr. & Mrs. Barber.
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1791.2. Consider the following planning applications:-

3PL/2010/1082/F & 3PL/2010/1083/LB Convert first floor to 4x2 bed flats 7 ground floor to self contained retail units, repairs & alterations. 3-8 Plowright Place. Mr. John Reape. NO OBJECTION	3PL/2010/1087/O Land off Sporle Road. Proposed residential development. Mrs. M. Timms. NO OBJECTION - COMMENT protection of footpath
3PL/2010/1227/LB & 3PL/2010/1226/F Part change of use of one side of the existing building from A2 to A1/A3 & various signage. Dee's Group. NO OBJECTION	3PL/2010/1225/A Internally illuminated glazing signage, timber letter sign & externally illuminated timber projecting sign. 7 Market Place. Dee's Group. NO OBJECTION
3PL/2010/1234/F & 3PL/2010/1235/LB removal of condition 16 on 3PL/2007/1867/F re-demolition of outbuilding.. Eversley House, 8-10 Station Street. Mr. R. Clarke & Mrs. B. Clarke. OBJECTION - Overdevelopment	3PL/2010/1173/F & 3PL/2010/1174/LB Conversion of site to 3 residential units and alterations for 2 shops. NO OBJECTION

PAGE 1098

1791.3. Late applications received at the Mayor's discretion.

3PL/2010/1208/LB Alterations works to include re-roofing. White Hart INN PH, 2 London Street. Wellington Pub Co c/o Cam. NO OBJECTION	3PL/2010/1273/CU Change of use from motor cycle sales & repairs to Chinese takeaway (A5). 21 Lynn Street, Mr. G. Page. NO OBJECTION
3PL/2010/1285/F Proposed extension & alterations. 8 Haspalls Road. Mr. Caleb Deayton. NO OBJECTION	

1791.4. There is no planning correspondence, notifications or planning enforcement & TPO's to consider.

1791.5. E-mailed correspondence has been circulated to all Councillors following a public meeting to discuss the Funeral Parlour at 15 Market Place – held on 17th November, at the Assembly Rooms.

The meeting was very well attended with over 150 public in attendance. The Town Clerk and the Mayor have been encouraging Fairways to re-locate or announce that they will re-locate, to extend the deadline for finding an alternative tenant as they are currently advertising to sub-let 15 Market Place due to a relocation.

The latest message from Fairways Partnership is as follows: "Contact is being made with the Company interested in our lease; once we have found a tenant then we will focus on finding an alternative site although we are looking at suggestions none are suitable as yet, if we find premises then we will discuss with the planning dept. No decision has been made on extending the deadline."

1792. FINANCE:

1792.1. Accounts for Payments for December 2010.

The list of payments circulated to the Council in their meeting pack has been superseded by an updated list circulated this evening.

The Accounts for payment were agreed.

1792.2. Precept requirement for 2011/12.

The Finance Committee budget meeting last Wednesday agreed a recommendation for the Precept of £207,000 which is an increase of £9,000 or 4.5%.

The Precept of £207,000 which is an increase of £9,000 or 4.5% was agreed with 10 votes for and 1 abstention.

1793. GENERAL CORRESPONDENCE:

1793.1. Copies of letters to Dr. Liam Fox MP and the Prime Minister in support of retaining RAF Marham as the sole location for the Tornado fleet were circulated to all Councillors for information only.

1793.2. An e-mail from Elizabeth Truss MP urging the people of Norfolk to unite to save RAF Marham was circulated to all Councillors for information only.

1793.3. The sixth monthly update had been received and circulated to all Councillors for information only from MP Elizabeth Truss regarding her activities in the past month.

1793.4. It was reported through further exchanges of e-mails a meeting has now been arranged between the Town Clerk, the Mayor and the Editor of the newsletter Elaine Bird for 12noon on Wednesday 15th November in relation to the Swaffham Newsletter and the outstanding invoice relating to the annual report.

1793.5. A request has been received to provide a grit bin in the area of the Pightle/Goodrick Place from Ms Fishlock and a further request for a grit bin at Botwright Drive from Mr. R. W. Murray.

It was reported the cost of each grit bin is approximately £200 with the present situation being that County Council would fill the bins free of charge. Local Highway Engineer Paul Groom informs the Council that this situation may change next year as the local government cuts bite harder, a charge may be made to offset the cost to the County Council. This is still to be decided. A discussion then took place relating to grit bins, Cllr. Lister proposed and Cllr. Wickerson seconded to carry out a survey on where all the grit bins are and to set a policy before making a decision.

It was agreed to carry out a survey on where all the grit bins are and to set a policy before making a decision.

It was agreed to write to Ms Fishlock and Mr Murray to inform them the Council will be carrying out a survey prior to making a decision.

PAGE 1099

1793.6. It was reported there is an e-mail discussion going on at present between the five Breckland Town Clerks in relation to three tier working with regard to gritting and clearing of paths in particular around their respective towns. There are many issues which are coming out of the discussion and a possible five way collaboration to try and achieve some form of co-operation amongst the various tiers, so that together the Councils can provide a more coherent plan during the cold snaps as they occur. In general the public don't mind who delivers the service, they just want something done. The public don't like being referred from authority to authority though.

1793.7. Updated information from Roy Fowler regarding adding a Granite Wedge to the war Memorial and possible dedication in May 2011 was circulated to all Councillors. This letter confirms the details relating to the addition of a granite wedge to the War Memorial, the placing of the order with a £750 deposit and the dedication event likely to be in May 2011. A further meeting with Mr. Roy Fowler has been arranged for tomorrow morning.

1794. COMMITTEE reports: (by Chair/Lead Member or Officer)

1794.1. COMMITTEES - Lead Officer – Town Clerk

a) FINANCE & GENERAL PURPOSES Committee (Last meeting 1st Dec – next meeting t.b.a.)

b) TOWN PARTNERSHIP Committee (& thematic Working Groups) (Last meeting 19th Oct – next meeting 14th Dec)

A copy of the response sent to Mr. Burt in relation to the Community Orchard project 'Swaefas Swale' was circulated to all Councillors for information only.

Cllr David Wickerson reported it has been apparent for some time that the makeup and reporting structure of the TPC needs revisiting if we are to move forward with a coherent plan to progress the objectives contained within "Advance Swaffham".

Concern has been raised by several of the volunteers within the four thematic groups and these concerns need to be addressed if we are to retain the support required to deliver the AS outputs.

The recent successful re-organisation of the Icen Partnership Board and the subsequent debate at the Icen Partnership Workshop last week, where there was general agreement that it would be appropriate to review the TPC framework, prompted a meeting between the Town Clerk, the Chair of the TPC and the Chair and Manager of the Icen Partnership in order to further this discussion. As a result of the above meeting, it was agreed in principle to consider the following:

1. Provide the TPC a more clearly defined role and public image by renaming as "Advance Swaffham Action Group" or a similar title.
2. Restructure the "committee" to include 2 members from each Thematic Group, 2 Town Council Representatives, the Town Clerk in an advisory capacity plus the Chair and Vice Chair of the Icen Partnership.
3. Examine a change in the lead agency from the TPC as a legal committee of the Town Council to the Icen Partnership.
4. The appointment to the Icen staff of a dedicated Project Support Officer to drive forward the AS objectives.

The details remains to be established but it was agreed that if the above changes were approved by all parties, they would be to the overall benefit of AS and the town, while maintaining the much needed link with the Town Council.

This will lighten the workload of the Town Clerk and there is no money in the budget for Advance Swaffham.

c) PLANNING Committee (Last meeting 11th Aug – next meeting t.b.a.)

d) PERSONNEL Committee (Last meeting 1st Dec – next meeting t.b.a.)

1795.2 COMMITTEES - Lead Officer – Deputy Town Clerk

a) RECREATION GROUND Committee (Last meeting 28th Sept – next meeting 8th Nov)

b) MARKET Committee (Last meeting 11th Oct – next meeting 23rd Nov)

E-mailed correspondence with Trevor Greef and with Jennifer Edwards relating to the access in Pit Lane on the day of the auction has been circulated to all Councillors.

There are two issues here one is obtaining permission from the police to put out no parking bollards in this area, and if this doesn't deter those who temporarily park in this area to stop using the area to unload or load up; then re-location of the auction is under consideration. The possibility of going back to the stones exists because of the detail put into the existing traders licence currently trading on the stones area, it states the Council can re-locate him elsewhere in the Market without notice. The wording in the agreement is as follows:

PAGE 1100

“This is a new licence issued on the 26th January 2008 on the site which is called the STONES (auction site) pitch size 50ft X 18ft and will stay in force providing an auctioneer does not come forward to return it to a permanent auction site, in which case you will be asked to move if there is a suitable site available.”

Late report in today – Strattons Hotel are holding a Craft Fayre this Saturday. They are selling: Crafts, Jams Preserves, Flavoured Oils & breads, Biscuits, Photographs, Clothes, Jewellery and Dog selection packs. It was recommended that the Council grant a temporary licence for this Saturday and invite Strattons to apply for a licence for future events in line with every other business/organisation.

It was agreed that the Council grant a temporary licence for this Saturday and invite Strattons to apply for a licence for future events in line with every other business/organisation.

c) YOUTH COUNCIL (Last meeting 29th Nov – next meeting 24th Jan)

1795.3 WORKING GROUPS - Lead Officer – Town Clerk

a) Budget Working Group (Last meeting 2nd Nov – next meeting t.b.a.)

b) Toilet Working Group (Last meeting 25th May – next meeting t.b.a.)

c) Market Traditions Working Group (Last meeting 29th November next meeting t.b.a.)

d) Twinning Liaison (Last meeting 5th July – next meeting t.b.a.)

1796. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1796.1. Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews);

No report given.

1796.2. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor);

No report given.

1796.3. Swaffham Town Estate (Cllrs Butters and Darby);

No report given.

1796.4. Swaffham & District Tourism Association (Cllr Wickerson);

No report given.

1796.5. Olive Tree Project (Cllr Skinner);

No report given.

1796.6. Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute;

No report given.

1796.7. Garden Science Trust (Cllr Wade);

No report given.

1796.8. Health Forum (Cllr Wade);

No report given.

1796.9. Breckland CCTV Group (Town Clerk);

No report given.

1796.10. Swaffham Community Transport (Cllr Gunner);

No report given.

1796.11. Learning Partnership (no representative);

No report given.

1796.12. Norfolk Association of Local Councils (Cllr Matthews)

No report given.

1796.13. Icen Building Management.

Icen Building Management – Report 18th November 2011 was circulated to all Councillors.

To receive and consider request for two Councillors to serve on a Participatory Budgeting panel for your partnership your decision (year 2) - £30,000 available to create ‘stronger and safer’ communities in Breckland (£6,000 each market town).

1797. BRECKLAND COUNCIL.

1797.1. A copy of permission granted for use of the Market Place Car Park on 11th January, 11th April, 29th May, 18th July, 20th September, 21st November 2011 was circulated to all Councillors for information only. This is a standard permission granted by Breckland Council for Blood Donor Sessions on 11th January, 11th April, 29th May, 18th July, 20th September, 21st November 2011.

1798. NORFOLK COUNTY COUNCIL.

1798.1. E-mailed correspondence confirming road works in London Street/Brandon Road postponed until after Christmas was circulated to all Councillors for information only. This decision was taken in the interests of the businesses in town, to allow them to benefit from the Thursford season which leads into the Christmas period.

1798.2. A copy of a press cutting regarding Norfolk County Council review trying to persuade parish & town councils to carry out various services was circulated to all Councillors for information only. This press cutting outlines a consultation exercise County Council have begun in parts of Norfolk, we are trying to find out when this will be rolled out for the parishes and towns in the Breckland district.

1798.3. A copy of a letter from the Manager and Staff of the Old Maltings relating to 'Meals on Wheels' was circulated to all Councillors for information only. This is clearly a County Council issue and a standard response would normally be sent acknowledging the correspondence and giving contact details for the relevant department at the County Council.

1799. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1799.1 Town Partnership Committee – Tuesday 14th Dec - 6pm – Council Chamber

1799.2 Full Council – Wednesday 12th January – 6.45pm in the Council Chamber

1799.3 Relief in Need Charity – Monday 17th January – 7pm – Council Chamber

1799.4 Youth Council – Monday 24th January – 6.30pm – Council Chamber

1800. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1800.1. The Town Clerk reported that Debbie Turner has been appointed to fill the Deputy Town Clerk position. There had been a total of 48 applicants, with 10 short listed for interview yesterday and today. The trial period of 6 months starts from February 2011.

1800.2. It was suggested to arrange a staff leaving do for the Deputy Town Clerk, Michelle Meyrick and the Town Gardener, Mike Dye on Friday 28th January at 1.00 p.m. in the Council Chamber. It was also suggested to invite Ivor Livesey and Richard Taylor who have both left recently.

It was agreed to arrange a staff leaving do for Michelle Meyrick, Mike Dye, Ivor Livesey and Richard Taylor on Friday 28th January at 1.00 p.m. in the Council Chamber.

Meeting closed 8.55 p.m.

Chairman

Public Session

A question was asked when will the Town Council Website be updated.

The Town Clerk stated that the staff time was the problem as some other issues have to take priority but the Website will be updated as soon as possible.

Concerns were raised relating to the possible health implications relating to the incinerator proposed for Saddlebow.

Cllr. Steward replied that it is not in the Councils interest to harm anyone, a planning application will have to be approved, there are compliances and all agency reports have to be completed.