

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council Meeting held on Wednesday 9th March 2011 at 6.45 p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Cllr. S Matthews (in the chair)

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

Town Clerk: Mr R Bishop.
Assistant Town Clerk: Mrs R Noble.

PCSO: M Thurlow.

Public: 7

1842. APOLOGIES & REASONS FOR ABSENCE.

1842.1. Cllr. I Sherwood – Work Commitments.

1842.2. Cllr. T Jennison – Personal Reasons.

1842.3. County Councillor Ann Steward would be at the meeting by approx 7.30pm

Cllr. F Sharpe proposed and Cllr. S Lister seconded for Cllr. S Matthews to Chair the meeting in the absence of the Mayor and Deputy Mayor.

It was agreed for Cllr. S Matthews to Chair the meeting in the absence of the Mayor.

1843. DECLARATIONS OF INTEREST.

1843.1. Cllr. F Sharpe declared a personal and prejudicial interest on item 1849.2. as he a Trustee of Hamonds Trust and the decision was financial.

1843.2. Cllr. S Matthews declared a personal and prejudicial interest on item 1849.2. as she is a Trustee of Hamonds Trust and the decision was financial.

The meeting was adjourned at 6.47 p.m. for public participation, see Appendix 1.

The meeting reconvened at 6.50 p.m.

1844. REPORTS: police, principal authority etc.

1844.1. Crime statistics were circulated to all Councillors for Swaffham in January 2011 and notification of the SNAP meeting on 29th March 2011 at 10am at the Fire Station, Swaffham for information only.

1844.2. It was reported crimes including burglary, criminal damage, drug offences, robbery, theft from motor vehicle and other theft totalled 51, the total crimes for the same period last year was 40.

1845. BRECKLAND COUNCILLOR report from Cllrs Shirley Matthews, Frank Sharpe and Ian Sherwood.

1845.1. No report was given.

1846. MAYORS' REPORT

1846.1. No report was given.

1847. MINUTES

1847.1. The minutes of the Full Town Council meeting on Wednesday 9th February 2011 were agreed by the Council and signed as a true record by the Chairman.

1848. Report from the TOWN HALL by the Town Clerk:-

1848.1. It was reported a meeting took place on Monday 14th February 2011 with representatives from Heygate Farms, also in attendance were the Mayor Cllr I Sherwood, Town Clerk R Bishop and Deputy Town Clerk D Turner.

A meeting was in respect of land owned by Heygate Farms and in relation the Local Development Framework. A further meeting is planned; but a date has not yet been agreed.

1848.2. An update was given to councillors on the SLCC Conference in Stoke attended by both the Town Clerk and Deputy Town Clerk.

The Practitioners Conference always had an excellent programme including:-

- Project Management for beginners
- Getting it right – employment contracts
- Dealing with difficult people – assertiveness
- Funding for projects
- Online Community engagement – social networking/websites as the hub
- Goodbye section 150 – Hello 21st Century Banking
- Freedom of Information in the internet age
- Attracting new Councillors
- Accounting Publicly for your Expenditure
- Mapping your future – Ordnance Survey/Pear Technology digital mapping
- Stand and deliver – speaking in public
- Planning a Public event
- Monitoring Contracts – Ensuring standards are Maintained
- The Big Society and the Impact on our Sector

There was also 30 trade stands to talk to in the coffee and lunch breaks etc. All the sessions were relevant to what we are doing as a Council; two in particular could impact on the next Council. The online community engagement was a good session as it showed ways of making websites the hub of your publicly available information, with the use of Facebook and Twitter in particular to get instant feedback from the public or as a way of pointing them in the direction of Council or Community led activities. The Mapping your future session was a real eye opener and it is hoped to be able to organise a free demonstration of how the digital mapping system works in the next few months. This is an initiative that will open up digital mapping to our sector in the years to come.

1848.3. The 'Councillor Roadshow' is next Wednesday 16th March, 7.00 p.m. – 9.00 p.m. in the Council Chamber, all Councillors were requested to attend if possible as the expertise or experience of the last four years or longer is invaluable. The nomination papers are now available at the Town Hall or direct from Breckland Council. The idea of the evening is to give prospective Councillors the chance of finding out a little more about how we operate as an organisation, what are the responsibilities of a Councillor, the roles and responsibilities of the Mayor and the Town Clerk. This will be done in an informal setting, with a backdrop of a power point presentation to provoke questions and share information.

ROADSHOW AGENDA

7.00pm Welcome & Introduction

7.05pm WHAT DO WE DO?

7.20pm Agendas & Committees

7.45pm Roles & Responsibilities

8.00pm ADVANCE SWAFFHAM

PAGE 1120

8.15pm Partnerships

8.40pm Planning & Finance

8.55pm ELECTIONS – get your election papers

9.00pm Close

It was suggested to place an article in the Lynn News on Friday.

1849. PLANNING/DEVELOPMENT CONTROL:

18490.1. Decisions/Information received from Breckland Council:-

3PL/2010/1279/F & 3PL/2010/1280/LB - Planning permission granted for alterations to fenestration, internal alterations to form disabled WC & kitchen, extract & air conditioning. Greens Development, 17 Station Street Swaffham.	3PL/2010/1082/F & 3PL/2010/1083/LB – Planning permission granted for conversion of first floor to 4 x 2 bed flats & ground floor to self contained retail units, repairs & alterations. Mr J Reape, 3-8 Plowright Place Swaffham.
3PL/2010/1314/F – Planning permission granted for construction of 3 detached dwellings with garages. Fransham Farm Co. Ltd, Swansnest Farm Bayfield Way Watton Road Swaffham.	3PL/2010/1309/F – Planning permission granted for single storey extensions to bungalow. Mr G Hayes, 9 Southlands Swaffham.

1849.2. Consider the following planning applications:-

Cllr. S Matthews and Cllr. F Sharpe left the meeting when application 3PL/2010/1365/F & 3PL/2010/1366/LB were considered and it was proposed for Cllr. D Harman to take the Chair.

3PL/2011/0142/F - Study/vestibule and first floor bedroom/en-suite extensions. Mr K Freezer, Rookery Farm Swaffham. NO OBJECTIONS	3PL/2011/0162/F – Proposed extensions. Mr R Goodwin, 4 Northfield Road Swaffham. NO OBJECTIONS
3PL/2010/1365/F & 3PL/2010/1366/LB – Redevelopment of the Hammonds High School of 18 The Market Place, Swaffham to provide 14 dwellings. The Hammond Educational Charity. NO OBJECTIONS	3PL/2011/0105/F – Two storey extension, erect conservatories & demolish existing kitchen extension. Mr I Swadling, Vine Cottage Pleasant Row Swaffham. NO OBJECTIONS

1849.3. Consider late applications received at the Mayor's discretion.

3PL/2011/0179/O Two dwellings and associated garages. Swans Nest House, 66 Watton Road. Mr. & Mrs. G. Barnes. NO OBJECTIONS	3PL/2011/0211/LB 1 London Street, 2 & 4 Pitt Lane & Methodist Church. Create new access & alterations to offices, new live work dwelling, relocate bin store for church, new shop front. IPS SIPP – C. Parsons NO OBJECTIONS
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1850. FINANCE.

1850.1. A list of Accounts for Payments for March 2011 were circulated to all councillors. Appendix 2.

The accounts for payments were agreed.

1850.2. A discussion took place relating to the Community orchard project, the Town Council has one grant relating to this project. A question was asked how much has been spent to date.

It was agreed for the figures to be circulated at the next meeting.

PAGE 1121

1850.3. A request has been received relating to a national campaign for Age Concern based in Norwich, from the information contained in the letter any funds raised would be used to support Norfolk residents. Whilst there is a Swaffham branch of Age Concern there is no mention of this in the letter. It was suggested that the Council do not give a section 137 grant to this appeal as the Council policy is to issue grants to local charities only.

It was agreed not give a section 137 grant to this appeal as the Council policy is to issue grants to local charities only.

1850.4. An email was circulated to all Councillors which was received by Breckland District Council regarding a residents request for a dog bin located at Adastral Place, Swaffham

It was suggested to defer this request until the April meeting of the Council and place on the agenda with all other requests for dog bins, litter bins and grit bins in the town. A report showing where existing bins are located will be circulated prior to the next meeting.

It was agreed to look at the budget for bins at the next meeting.

1851. GENERAL CORRESPONDENCE:

1851.1. A letter and Newsletter was circulated to all Councillors for information only from Swaffham and District SPA – Spring 2011, AGM date 18th April 2011 1930hrs, Assembly Rooms Swaffham.

1851.2. The ninth monthly report from Elizabeth Truss MP was circulated to all councillors for information only. The report lists the activities of the MP Elizabeth Truss, her next surgery in Swaffham is on 1st April.

1851.3. The Norfolk Association of Local Councils (NALC) – Norfolk Link Newsletter January 2011 was circulated to all Councillors for information only.

1851.4. The circular letter informing volunteers of the current position in relation to the Swaffham Newsletter was circulated to all councillors for information only. There is an outstanding invoice from Elaine Bird which the Council will not pay as they feel that the money is not owed. This relates to the annual report published in May 2010.

1851.5. The response to Paul Ison which lists all this issues he raised in relation to works required in the Town Centre and where we are in terms or priority, budget and working with other partners, contractors or our own staff to complete the work was circulated to all councillors for information only.

1851.6. The correspondence with Mr. Jolly, Breckland Council and Norfolk County Council had been circulated to the Council for information only. A further letter has been received from Mr. Jolly stating that he was not asking for additional street lighting, simply for the light overlooking a car park to be replaced in the same position. This point has been conveyed to Paul Groom at Highways and we await a response.

1851.7. The exchange of e-mails between the Town Clerk and Peter Harris who co-ordinates the newsletter volunteers deals with the issue of the Council news was circulated to all Councillors for information only. The newsletter in its current format fulfils the community side of things, but obviously lacks any input from the Council and it was suggested that perhaps a separate Council update might be the answer using the volunteers to deliver.

1851.8. The Norfolk Association of Local Councils Newsletter, Norfolk Link Extra – Spring 2011 was circulated to all Councillors for information only. This information updates Councillors on the elections, events for the royal wedding, PAYE for Councils and Data transparency.

1851.9. A request from Friends of Swaffham Junior School to hold a Bric-a-brac stall on Saturday 30th April 2011 has been circulated to all Councillors for information only. This request has been granted by the Town Clerk/Market Officer to the Friends of Swaffham Junior School for a Bric-a-brac stall on Saturday 30th April 2011.

1851.10. A request has been received to erect three Polytunnels on the Tumbler Hill Allotment site.

PAGE 1122

The area of overgrown allotments at the corner of Tumbler Hill has been cleared by the Community Orchard project team working alongside a group of people doing community service. The Community Orchard project is building up a head of steam with the planting of trees recently and more to follow totalling 200 trees in all as soon as the land is officially leased from Breckland Council. Permission is requested to erect Three Poly tunnels 22' x 72' to be managed by the Community Orchard Project on the previously unused allotments. The clearance has saved the Council thousands of pounds and has now tidied up the area bringing it back into use. In return for this work a period of free rent of these allotments needs to be formalised. This is a similar Community project to that allowed on two other allotment sites at Tumbler Hill used by three charitable organisations. The community service people are working on site until the middle of March; they would be building the Poly tunnels. There is also the possibility of erecting some fencing that the Town Council recued from the old Community Centre to secure the site. Cllr. Harman proposed and Cllr. Darby seconded for 3 poly tunnels to be erected as the sizes on the amended allotment Tenancy rules and regulations.

It was agreed in principle for 3 poly tunnels to be erected as the sizes on the amended allotment Tenancy rules and regulations.

It was agreed to grant permission for the three Poly tunnels as requested, to formalise an agreement with the Community Orchard steering group for the use of the previously derelict allotments free of charge for an initial period of four years with the Tenancy rules and regulations annexed to it.

It was agreed for the Community Orchard steering group to use the fencing which was originally round the Community Centre to secure the site.

Norfolk County Councillor, Ann Steward joined the meeting 7.30 p.m.

1852. COUNTY COUNCILLOR report from Cllr Ann Steward

1852.1. It was reported skills are high on the agenda at present, there is an 'Investing in legacy Community Event' being planned for youngsters.

There are interesting times ahead relating to the budget which include highways, gritting for the future.

The Incinerator issue for Kings Lynn was discussed by Cabinet on Monday, it was agreed to award the contract to Cory Wheelabrator. A real consultation can now take place; planning and environment applications can be submitted – if planning does not go through they will have to look for another site.

There is some proactive work taking place to re-instate the youth service, there is a small pot of funding for children services.

Cllr. A Steward left the meeting 7.50 p.m.

1853. COMMITTEE REPORTS (by Chair/Lead member or Officer)

1853.1. FINANCE & GENERAL PURPOSES Committee (Last meeting 23rd Feb – next meeting t.b.a.)

A report and recommendation was circulated to all councillors from Finance Committee to take on play areas from Breckland District Council.

The two play areas concerned are at the Merryweather Road estate with adjacent open space and at the Oaklands to the rear of the First School. There is an intention for Breckland Council to also pass over those play areas/open spaces which are currently held in trust i.e. Orford Road. The latter will come at a much later date once the transfer is completed with all five market towns. The Town Clerk met with Breckland Land Management Officer Zoe Footer on the 10th February.

In summary the Finance Committee believe there is a much stronger case for taking on the play areas:-

- The increased commuted sum of £60,275 is much more realistic
- The main concerns of the Town Council have either been addressed or will be dealt with as part of the legal transfer by exchanges between the solicitors
- The standard solicitors land searches with determine rights of way, boundary and ownership issues

- The play areas and open spaces are clearly a 'Town' issue, currently being paid for by all Breckland residents. This only happens in the five market towns
- The issue of double taxation will clearly be a consideration if the Town Council does not take on the play areas. An additional charge on the Council Tax is a possibility that Breckland Council could impose leaving each town with a charge but with no management control of the areas concerned

It was recommended by the Finance Committee to take on the play areas as this would give the Town Council both management and budgetary control over any future demands placed upon Swaffham Council Tax payers in relation to their play areas and open spaces.

A detailed report was circulated with the agenda pack. Cllr. Pippa Wade circulated an e-mail listing her concerns and comments with counter proposals &/or amendments as follows:-

1. As this decision may have a bearing on the precept in coming years, I believe it is inappropriate for the transfer to be agreed by the current Council. I would propose it should be postponed until the new Council is elected, as they will face the consequences of the decision. (A very similar situation occurred following the transfer of the public toilets resulting in extensive management issues, which are still ongoing, perhaps due in part to a lack of ownership of the decision by some members of the newly elected Council)

2. If it is not possible to postpone the decision I would propose that Swaffham Town Council do not accept transfer of these play areas at this time. (If the Town Council was in a healthier financial position it would be a nice thing to do, but in the current climate I do not believe it is a responsible action to take).

3. If the decision is made to transfer the responsibility for these play areas to the Town Council I would propose that this be with the proviso that a management document be in place, which will lay down current and future funding and practical management of the areas. I would suggest this document should preferably be agreed prior to transfer or at most within 6 months.

A discussion took place relating to the play areas, Cllr. D Wickerson proposed and Cllr. C Gunner seconded to take on the play areas subject to written confirmation that no other additional charges would be enforced on Swaffham Town Council. During the 4 year contract:

Request sight of Serco contract detailing what work will continue until the contract expires in 2015 and that the contract is at no additional cost to the Town Council.

ZF. The current Serco contract expires on 31 March 2015. Maintenance included within the Serco contract is as follows:

- *Grass cutting – cutting takes place every 2 to 3 weeks between April and October.*
- *Hedge cutting – cut annually between November and March. Additional cutting carried out where obstruction occurs or growth exceeds 300mm.*
- *Shrub bed trimming – trimmed annually between November and March.*
- *Ditch clearing/stripping – cleared and banks stripped annually between November and March. Additional clearing carried out if an obstruction occurs.*
- *Play equipment inspections – inspection of all equipment weekly.*
- *Litter picking – area around play equipment weekly. Remaining area every 2 to 3 weeks though frequency adjusted as required.*
- *Fly tipping removal – removed as required.*
- *Litter/dog bin emptying – emptied as required, normally every 1 to 2 weeks.*

RB. Asked if was possible to put a value on this section of Breckland's contract with Serco? ZF confirmed that this was not possible as the Serco contract was for the whole district and even the areas just within Swaffham were quite extensive. The contract was until 31st March 2015 (four years from now) the Town Council could request this information from Serco direct or they could request a guide price from their own contractor TTSR to give them an indication of cost. It

was seen by Breckland as an added benefit to the Town Council in the early years following the proposed transfer.

It was agreed with 8 votes for and 1 against to take on the play areas subject to written confirmation that no other additional charges would be enforced on Swaffham Town Council during the 4 year contract.

1853.2. TOWN PARTNERSHIP Committee (& thematic Working Groups) (Last meeting 15th Feb – next meeting t.b.a.)

1. The last meeting of this Committee was held on 15th February 2011.

2. To nominate a councillor to represent the Town Council on the Advance Swaffham Action Group
It was agreed at the last Council meeting to postpone a decision on this as there were a number of Councillors not present. A councillor representative would have no voting powers but would attend the meetings on behalf of the Council and with the Town Clerk act as a liaison. There would also be a need to appoint a substitute member. Cllr. P Wade proposed and Cllr. S Lister seconded Cllr. C Gunner to represent the Town Council on the Advance Swaffham Action Group and for Cllr. P Darby to be the reserve.

It was agreed for Cllr. C Gunner to represent the Town Council on the Advance Swaffham Action Group and for Cllr. P Darby to be the reserve.

1853.3. PLANNING Committee (Last meeting 11th Aug – next meeting 1st Mar)

The Planning Committee were due to meet on 1st March, but with just three Councillors present they were not quorate. An informal discussion took place in respect of the 'Site Specific Policies and Proposals Development Plan (Proposed Submission Document). It was generally agreed to put a recommendation for the Council to make the following observations:-

'The Town Council are not in favour of putting all of the proposed development up to 2026 in just one area of the town in Brandon Road at SW1. The site previously put forward in New Sporle Road would offer a split allocation between each end of the town. The Town Council are aware that a reduction in numbers for the previously granted permission on the former Redland Site will be forthcoming shortly from Gladedale Homes and this together with a small proportion of what is allocated in the submission document should be re-allocated to the site in New Sporle Road. The Town Council also feel that the planning authority should take into account proposals within the Localism Bill, as this will significantly change the criteria for planning at the local level. To press ahead with the LDF in the light of new legislation rendering much of its content and contentious issues irrelevant is largely a waste of time.'

It was agreed to endorse the draft statement from the Planning Committee.

1853.4. PERSONNEL Committee (Last meeting 1st Dec – next meeting t.b.a.)

1854. COMMITTEES - Lead Officer – Deputy Town Clerk (under review)

1854.1. RECREATION GROUND Committee (Last meeting 7th Mar – next meeting t.b.a.)

1854.2. MARKET Committee (Last meeting 21st Feb – next meeting 11th Apr) To discuss Market Policy with regards to Casual Traders

Cllr Sheila Lister has requested that the Council examine this policy set by the Market Committee. The situation changed when the Committee reduced the Casual Trader charge to try and encourage new traders on to the Market. The idea was to allow any trader on to the Market and consider whether there is any duplication or unfair competition at the point where a permanent licence is applied for i.e. at the end of 12 weeks. This takes away the discretion used by the Market Superintendent in consultation with either the Town Clerk or Deputy Town Clerk. A situation has arisen where two refreshment traders are concerned at the possibility of a burger van being allowed on to the market. The issue of them paying a fee for the goodwill of their business has been raised but this point is not valid, as the Council have not benefitted financially. However, the question of unfair competition may be an issue given the current number of stalls (33); when the number was twice that, the market may have been able to cope with another refreshment stall as there would be more public attending the market. A compromise amendment to this policy was suggested as follows:-

PAGE 1125

Cllr. D Harman proposed and Cllr. P Darby seconded for all new casual traders to be referred to the Market Committee for approval. The Market Officer and the Town Clerk to have discretion to allow casual traders on to the market in advance of Committee approval, but only if there is no more than one trader selling similar goods currently on the market. In these instances the Committee will need to approve such new casual traders at their next meeting.

It was agreed for all new casual traders to be referred to the Market Committee for approval. The Market Officer and the Town Clerk to have discretion to allow casual traders on to the market in advance of Committee approval, but only if there is no more than one trader selling similar goods currently on the market. In these instances the Committee will need to approve such new casual traders at their next meeting.

1854.3. YOUTH COUNCIL (Last meeting 24th January – next meeting 15th March)

1855. WORKING GROUPS - Lead Officer – Town Clerk

1855.1. Budget Working Group (Last meeting 2nd November – next meeting t.b.a.)

1855.2. Toilet Working Group (Last meeting 25th May – next meeting 22nd March)

The aim is to complete the report and distribute to the group next Wednesday 16th May.

1855.3. Market Traditions Working Group (Last meeting 28th February – next meeting t.b.a.)

1855.4. Twining Liaison (Last meeting 5th July – next meeting 28th March)

1856. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1856.1. Icen Partnership (Cllr Darby with Cllr Skinner as substitute);

1856.2. Icen Partnership Buildings Management: (Cllrs Darby, Skinner & Wickerson),

1856.3. Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews);

1856.4. Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor);

1856.5. Swaffham Town Estate (Cllrs Butters and Darby);

1856.6. Swaffham & District Tourism Association (Cllr Wickerson);

1856.7. Swimming Pool Association (Cllr Wade) Cllr Gunner as substitute;

1856.8. Garden Science Trust (Cllr Wade);

1856.9. Health Forum (Cllr Wade);

1856.10. Breckland CCTV Group (Town Clerk);

1856.11. Swaffham Community Transport (Cllr Gunner);

1856.12. Learning Partnership (no representative);

1856.13. Norfolk Association of Local Councils (Cllr Matthews)

1856.14. Olive tree (Cllr. Skinner)

It was agreed to remove the Olive Tree from the list.

1857. Community Group, Club, Charity, Society or Agency reports.

1857.1. The Icen Partnership AGM is on Tuesday 26th April at the Community Centre – starting at 7.30pm.

1858. BRECKLAND COUNCIL.

1858.1. Town and Parish Council Forum – Monday 14th March 2011 1730hrs, Dereham.

There were no Councillors who expressed an interest in attending the Town & Parish Council Forum.

1858.2. Information was circulated to all councillors for information only of a new training programme from Breckland District Council. The list of training events include:- planning for community groups, publicity skills, monitoring & evaluation, child protection, basic first aid, introduction to working with young people, basic food hygiene, identifying community needs, funding and resources, developing community organisations & presentation skills.

PAGE 1126

1858.3. Breckland District Council's Town and Parish Council Newsletter was circulated to all Councillors for information only. The Town and Parish Council newsletter has been received and is retained at the Town Hall for any Councillors interested.

The Town Clerk will request that this is made available electronically to enable free circulation.

1858.4. The Town Clerk reported on a temporary conditional licence for the planting and necessary access to maintain trees on the land off Orford Road. A signed copy of the letter has been returned to the Asset Manager. The temporary licence is for eight weeks from 17th February 2011 for a small piece of land from the edge of New Sporle Road through to the edge of Tumbler Hill allotments and adjacent to the play area/open space at Orford Road. This was a compromise position negotiated to allow the Community Orchard group to plant some trees at an event with associated publicity from the local media including Radio Norfolk. Breckland Council are now considering a permanent lease to take over from the temporary licence. It is essential that the steering group complete their charity registration at the earliest opportunity.

1859. NORFOLK COUNTY COUNCIL.

1859.1. Information regarding changes to concessionary travel in Norfolk was circulated to all Councillors for information only. The changes now reflect the statutory minimum requirements: Free bus travel for those that qualify - Monday to Friday 9.30am – 11pm.

1859.2. Notification of works to be carried out on Swaffham London Street Footway on 21st February for 4 weeks was circulated to all Councillors for information only. This improvement scheme to the footway costs £25,500.

1859.3. Emailed correspondence from Paul Groom regarding New Street lighting in Swaffham was circulated to all councillors for information only. The exchanges of e-mails with Paul Groom of Highways and James Dean from the Advance Swaffham Transport Group highlight the fact that no consultation has taken place in respect of the new lighting being installed by the County Council. The new lights are replacing the old stock under a PFI scheme throughout the County.

1859.4. Emailed correspondence from Walter Rogers regarding Sporle Road from Station Street for consideration of one way system was circulated to all Councillors. This stretch of road passes by the Community Hospital on one side and the rear of the Sacred Heart school on the other. Mr. Rogers highlights the problems at certain times of the day common with other schools in the town, but exacerbated by the fact that the hospital is in close proximity. The question is whether the Council feel that the safety grounds are sufficiently bad enough in this road and if they could be improved by a one way system. It was suggested for Highways to carry out a feasibility study and explore the possibilities of improving traffic flow in this road including the possibility of a one way system.

It was agreed for Highways to carry out a feasibility study and explore the possibilities of improving traffic flow in this road including the possibility of a one way system.

1859.5. A late email from Mr D Gulliver was circulated to all Councillors relating to the increase in traffic along Sporle road in the vicinity of the Community Hospital. Parents when delivering their children to school park on the hatched lines outside the hospital. The hatched lines are there to deliver and pick up patients, fire engines, first response and doctors cars. Could this section of the road be made a one way system?

It was agreed for Highways to carry out a feasibility study and explore the possibilities of improving traffic flow in this road including the possibility of a one way system.

1859.6. A letter to discuss possible highways services being taken on by Town Councils was circulated to all Councillors for consideration.

It was suggested for the Town Clerk to explore the possibility of taking on some services from the County Council with the funding following the service where appropriate. Paul Groom our local Highway Engineer has got a presentation he would like to give to the Council (the Town Clerk has made a preliminary booking for Wednesday 25th May). This would explain what was possible, what comes with funding and what could be taken on without funding. It was suggested to confirm this date and to invite the Advance Swaffham Transport Group members to this evening at the Town Hall.

It was agreed to invite Paul Groom to give a presentation on Wednesday 25th May to explain what was possible, what comes with funding and what could be taken on without funding and to invite the Advance Swaffham Transport Group members to this evening at the Town Hall.

1860. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1860.1. Youth Council Tuesday 15th March – 7.30pm – Community Centre

1860.2. Councillor Roadshow – ‘Do you want to be a Town Councillor?’ Wed 16th March – 7pm – 9pm – Council Chamber

1860.3. Relief In Need Monday 21st March – 7pm – 8pm.

1860.4. Twinning Liaison Monday 28th March - 7pm

1860.5. Full Council Wednesday 13th April 6.45pm – Council Chamber

1861. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1861.1. A discussion took place to consider ongoing correspondence relating to Mr Davies, Allotment tenant, and Ward Gethin, solicitors, representing Mr Davies. Cllr. S Lister proposed and Cllr. F Sharpe seconded for Mr Davies to have the tenancy of one allotment as previously agreed by the Council and to bank the cheque received and return payment for two allotments.

It was agreed for Mr Davies to have the tenancy of one allotment as previously agreed by the Council and to bank the cheque received and return payment for two allotments.

1861.2. The Town Clerk updated the Council on ongoing correspondence in relation to a legal challenge by Elaine Bird, Swaffham Newsletter in respect of current disputed invoice and read out the Council’s response to the Small Claims Court. The key information related to the agreement with Elaine Bird is contained in the full Council minutes of May 2009.

1861.3. A letter was circulated to all councillors relating to a hedge which was burnt down on the Recreation Ground in July 2008.

It was agreed to remove the hedge.

Meeting closed at 9.10 p.m.

Chairman

Public session – Appendix 1

Concern was expressed relating to a further burger van coming onto the Market on a Saturday, it was felt that with another burger van this would seriously affect the trade of the two already there.

The Town Clerk stated this was on the agenda to be dealt with later during the evening.