

Swaffham Town Council

Minutes of the Full Council meeting held on Wednesday 14th September 2011 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr S Matthews (in the chair).

Councillors: Mr S Bell, Mr P Darby, Mr M Edwards, Mr C Gunner, Miss A Head, Mrs T Jennison, Mrs S Lister, Mr I Sherwood, Mrs J Skinner, Mrs A Tigue, Mrs P Wade, Mr D Wickerson.

Town Clerk: Mr R Bishop.
Assistant Town Clerk: Mrs R Noble.
Breckland Councillor: Mr F Sharpe.
Norfolk Councillor: Mrs A Steward.

Police: PCSO Hazel Tampin

Public: 6

1946. APOLOGIES & REASONS FOR ABSENCE.

1946.1. There were no apologies for absence.

1947. DECLARATIONS OF INTEREST – for items included on the Agenda.

1947.1. Cllr. A Tigue declared a personal interest on item 1954.2.

1947.2. Cllr. P Darby declared a personal interest on item 1954.2. relating to the Planning Applications for the toilet and Sandringham Way as he is a Breckland Councillor.

1947.3. Cllr. I Sherwood declared a personal interest on item 1954.2. relating to the Planning Applications for the toilet and Sandringham Way as he is a Breckland Councillor.

1947.4. Cllr S Matthews declared a personal interest on item 1954.2. relating to the Planning Applications for the toilet and Sandringham Way as she is a Breckland Councillor.

1947.5. Cllr. C Gunner declared a personal interest on item 1955.7. as he is a member of the Royal British Legion.

The meeting was adjourned at 6.48 p.m. for public participation.

The meeting reconvened at 6.50 p.m.

1948. REPORTS: police, principal authority etc

1948.1. PCSO Tampin reported 16 parking tickets had been issued during the past month in the Market Place. Cllr. Sherwood thanked PCSO Tampin for this information which is useful.

1948.2. With the ongoing issues in Theatre Street, one offender has been identified but has not taken advice from the Police, statements have been taken from the public and will now be taken to court.

1948.3. There Crime Figures for the past month were 102, which were up slightly on the same period for last year which were 95.

1948.4. A question was asked, how much police presence is in the town? PSCO Tampin replied due to ongoing issues in other places left the town centre slightly light on police presence in the town centre at the moment.

1948.5. The crime statistics for July 2011 has been circulated to the Councillors at the meeting for information.

1949. COUNTY COUNCILLOR report from Cllr Ann Steward.

1949.1. Cllr Ann Steward reported a press release issued by the Cabinet today stated - to help young people get to college and sixth form it wants to reduce the £1m of savings needed on post 16 transport by £200,000. This is one of the issues raised in The Big Conversation last year.

1949.2. Following the issues relating to having an elected police commissioner in Norfolk, it was reported NCC have sent a powerful message to the government stating there is no need for an elected police commissioner in Norfolk. If this debate does continue with the Government, the elections will take place during May 2013.

1949.3. It was reported NCC are looking for ways in which it can work more closely with Town and Parish Councils so that the limited funds of £100,000 of next years 2012/13 highways improvement budget is available and can be used to meet local needs.

1949.4. Through the Big Conversation, young people are to be given a key role in deciding how to spend what money is available in Norfolk to provide youth services. NCC now plans to create 7 Youth Advisory Boards in each district across Norfolk which will steer and commission youth work. Once these boards are in place each district across Norfolk will get £45,000 a year to spend on what youth services are needed in their district.

1949.5. A question was asked why NCC are now issuing bus passes from Norwich and not at the Town Hall through Breckland Council, as this means people now have to telephone or go to Norwich to get their bus passes.

Cllr. A Steward stated she would give a written response to the Town Clerk.

1949.6. A discussion took place relating to bus passes not being used for national travel.

Cllr. A Steward stated she would look at the issue of bus passes not be used for national travel.

A further discussion took place relating to rural buses which is a huge issue, it was reported that MP's are working with government.

1949.7. It was reported that recently Spinners Lane and Ash Close were re-gritted with areas being missed where cars were parked.

Cllr. A Steward reported she would be attending a meeting which is planned with Paul Groom, the Highways Engineer and the Town Clerk, this issue would be discussed.

1949.8. Cllr. I Sherwood congratulated Norfolk County Council regarding the Library open hours.

1950. BRECKLAND COUNCILLOR report from Cllr. S Matthews, Cllr. I Sherwood & Mr F Sharpe.

1950.1. It was reported that fly tipping sites were found over the Breckland boundary in Narford, Serco cleared the area which weighed in just over 6 tonnes. Everyone was asked to be vigilant and report any such occurrences in order that they can be cleared up.

1950.2. At the end of July activities were carried out by the Food and Health and Safety team as part of the Food Safety Week. This proved popular with residents as 165 people took part in a competition to show their understanding of food safety matters. This was times to coincide with the national peak in food poisoning cases which occur in the summer months and originate at home. The activities were carried out at major supermarkets in the 5 market towns within Breckland. An article is in the Breckland Voice, distributed to every household and business, all prizes were donated by the supermarkets.

1950.3. A joint venture between Breckland Council and the Animal Warden Services has resulted in dog training classes being offered to new dog owners. The course will run for 6 weeks beginning 20th September at Swanton Morley village hall.

1950.4. The sustainable community team at Breckland propose to set up a community network meeting designed to enable the sharing of ideas, support, information and advice from start to finish to groups or individuals trying to set up projects.

1950.5. Breckland Youth Council is looking to attract more young people keen on improving the lives of other youngsters in the district, recruitment continues through September and the deadline for applications will be 30th September.

1950.6. The Brecks Food Festival is underway promoting locally sourced foods. Numerous activities are being undertaken by local food and beverage outlets. The Swaffham Food Festival weekend commences on Friday 16th September on Swaffham market place with a farmers market on Sunday 18th again with locally sourced food on the theme "Farming Food and Countryside".

1950.7. A new forum is to be launched for older people in and around the district enabling them to have a voice on the issues affecting them. Membership is free and open to anyone with an interest in older people issues. The first meeting and official launch is Wednesday 5th October at the Breckland Council office.

1950.8. The Breckland Boat Festival runs from 4th October until 3rd December and will feature over 30 separate literary events and workshops held in libraries and other venues throughout the district. The event is organised by Breckland Council in partnership with Norwich Arts Centre and supported by the library service. Included in the mix of national celebrities and local legends will be Henry Blofield recalling stories drawn from his illustrious career in cricket commentating and BBC presenter Bill Turnbull sharing his passion for bee keeping.

Festival booklets are available from Ceres Bookshop and Swaffham Museum.

1950.9. The latest edition of Breckland Voice will be distributed week commencing 19th September to all homes and businesses in the district. Deadline for next edition is 10th October for anyone wishing to submit an article concerning an event, activity or to raise the profile of the community. All articles to be emailed to Communications team at Breckland.

1950.10. Breckland Council is offering support and advice for local communities to host street parties to celebrate the Queen's Diamond Jubilee due to take place between Saturday 2nd and Tuesday 5th June 2012. A street party workshop is being held in the Assembly Rooms on Wednesday 11th January between 6.00 pm and 8.30pm, places must be booked. Grants are available of £100 towards these festivities for residents associations or Community Groups.

1950.11. Cllr. Sherwood congratulated Mr Frank Sharpe for becoming an Executive Support Member at Breckland Council.

1951. MAYORS' REPORT

1951.1. Civic Events attended by the Mayor over the past 2 months:

15th July - Summer Reception, Norfolk County Council.

23rd July - Olympic Build-up Event, Campingland.

31st July - Civic Service - Attleborough.

12th August - Celebration Dinner, Conservative Club, Swaffham.

20th August - Summer BBQ, Milldenhall.

21st August - Civic Service - Watton.

23rd August - Liaison Meeting, Stanford.

8th September - At Home, Whissonsett.

9th September - Unveiling of a Memorial, Narborough.

1951.2. There is one item that the Town Clerk apologises for as it should have been included on the agenda. A letter from Mr. Stephen Richmond requests the permission of the Town Council to make and place an Oak Bench seat on the car park at the allotments in memory of Ray Overman who sadly passed away earlier this year. Mr. Overman was an allotment holder for many years and gave a lot of help to beginners in gardening. He was well thought of by the majority of allotment holders. Mr. Richmond will arrange for the maintenance of the seat for as long as he shall live.

It was agreed that as the bench is to be made and maintained by Mr. Richmond and situated at the allotments rather than in the Town Centre or in a public place is granted.

1951.3. A further letter from Breckland Council should also have been in your pack regarding training on the Code of Conduct for Councillors - there are two sessions at Breckland Council offices next Monday 19th September one at 10am and one at 2.30pm.

It was stated that Councillors must inform the Town Clerk before they leave the meeting this evening if they wish to attend.

1952. MINUTES:

1952.1. A proposed amendment has been circulated by Cllr Pippa Wade regarding 1038.15 stating that no vote was taken on whether members of staff should attend a training course for the spraying of weeds; implying that a decision had not been taken. In response the Town Clerk stated that the minutes check precisely with Assistant Town Clerk's hand written notes taken on the evening and his recollection of the debate at 1938.15 (not 1038.15 as in Cllr Wade's e-mail) - it is correct to say that there was no vote, as there was no proposer or seconder, but following the report to the Council there was a nod of approval hence the decision box is as it should be. Agreeing things on the nod is common practice and is certainly used in Council meetings to save time.

The Town Clerk also gave further information in relation to Ragwort and managing the staff training budget in line with the training and development policy.

1952.2. Subject to an amendment to correct the names on page 1166 and not to accept the proposed amendment as stated in 1952.1. it was agreed to accept the Minutes of 13th July 2011.

The Minutes of Wednesday 13th July 2011 were signed as a true record by the Chairman.

1953. Report from the TOWN HALL by the Town Clerk including:-

1953.1. The Member and Employee Protocol has been worked on by the Personnel Committee and the circulated draft document is recommended for approval.

It was unanimously agreed to accept the Member and Employee Protocol.

1953.2. The Town Clerk hosted a meeting on 7th September to look at possible charges for community group advertising, with the newsletter Editor Ellen Blake, newsletter volunteers co-ordinators Peter Harris and David Strong and from the Rotary Club Denis Bishop. A copy of a circular letter distributed to our 54 volunteer deliverers has been circulated to the Council at the meeting for their comments/feedback. Cllr. Sherwood proposed the issue is left for the Newsletter Editor and the Rotary Club to agree.

It was agreed for the Newsletter Editor and the Rotary Club to agree possible charges.

1953.3. The Town Clerk gave a brief update regarding general administration, in bullet form since the July meeting:-

- The newsletter agreement with Ellen Blake has been agreed and signed.
- Extraordinary meeting re-Public Toilets on July 18th
- Various meetings (4) with liaison officers of other authorities Breckland, Highways
- Meeting with newsletter volunteers on July 21st
- Set up the volunteer delivery of the newsletters and circulated two newsletters
- Budget informal meeting July 25th
- Met with various contractors regarding estimates for grounds maintenance etc
- Section 106 meeting with Ben Bailey Homes July 26th
- Digital Mapping demonstration July 27th
- Personnel Committee July 27th, Aug 9th and Sept 5th
- Staff appraisals carried out on July 28th and Aug 4th
- Volunteered services in goal at the Funday on the Rec Aug 6th
- Market informal meeting Aug 8th also met at West Lexham with Chris Elder
- Planning Committee Aug 10th
- Management meeting Aug 10th
- Met with County Councillor Ann Steward on Aug 12th
- ASAG Officers & Chairs meeting Aug 12th
- ASAG meeting Aug 30th
- Relief in Need meeting Aug 30th
- Market Committee Sept 5th
- Meeting with Barclays Sept 7th and 13th to set up account
- Newsletter meeting Sept 7th
- Finance Committee Sept 7th
- Mayor/Deputy Mayor weekly meetings each Friday
- VAT signed off for 1st quarter
- Accounts reconciled and balanced for the 1st quarter
- Papers prepared for Annual Audit and sent to Mazars
- Various other issues/appointments attended to for members of the public or Councillors
- Liaison meeting with Melvyn Gay and Stuart Nairn re-Churchyard Sept 12th
- Managing staff summer leave (including two weeks for the Town Clerk)

1954. PLANNING/DEVELOPMENT CONTROL:

1954.1. Notification of Decisions/Information from Breckland Council:-

3PL/2011/0622/F - Planning Permission granted - Erection of a 1 1/2 storey dwelling. Mr M Goldsmith, Site adjacent 1 Mill Lane.	3TL/2011/0021/TL - Extension of time on pp 3PL/2007/1341/F - 22 Dwellings for retirement occupancy. Investec Bank Plc, rear of 23 London Street.
3PL/2011/0644/F - Planning Permission granted - Extension of existing bungalow to form two dwellings with twin garage & means of access.	

1954.2. Consider the following planning applications:-
Cllr Paul Darby gave a report on the following applications:

3PL/2011/0868/F - Erection of 335 residential units together with assoc. access, car parking, open spaces & landscape provision. Ben Bailey Homes, Land East of Brandon Road. (N.B. Extension for time to reply approved by Kathryn Matthews @ 18/08/11) NO OBJECTION	3PL/2011/0969/F and 3PL/2011/0970/CA Detached residential dwelling including demolition of existing garage and boundary wall. 4 Pightle. Mr. Paul Girling. NO OBJECTION
3PL/2011/0923/F - To construct a Compost Toilet for 27 & 38 Tumbler Hill Allotments - Swaffham Town Council (Escape Project). NO OBJECTION	3PL/2011/0971/F - Conservatory to the rear of the property. 59A Coronation Grove. Mr. K. Burton. NO OBJECTION
3PL/2001/0958/O Provision of pair of semi-detached two storey dwellings to area of vacant land between 44 and 46 Sandringham Way. NO OBJECTION (1 Abstention)	

1954.3. Late applications received at the Mayor's discretion.

3PL/2011/0997/F Single storey side infill extension & porch canopy to front elevation. 17 Haspalls Road. Mr. & Mrs. C. Spalding NO OBJECTION	3PL/2011/0998/F Two storey rear extension & alterations. 25 King Street. Mr. M. Blockwell. NO OBJECTION
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1954.4. The Breckland Local Development Framework - Thetford Area Action Plan Development Plan Document and Proposal Maps - publication of proposed submission document was circulated to all Councillors. To consider making any representations by 4pm on 11th October 2011.
The Town Clerk did query why the Thetford Area Plan had been sent through for consultation; it is the statutory requirement at the latter stages of the LDF process to widen the consultation process.

1955. FINANCE:

1955.1. The accounts for August 2011 are as listed. A preliminary list of accounts for September 2011 was circulated in the agenda pack. A further updated list circulated at the meeting. Cllr. S Lister proposed and Cllr. S Bell seconded to accept the accounts as listed.

It was agreed to accept the Accounts for August and September 2011 as listed.

1955.2. A request has been received to consider continuing with their services from T.T.S.R. grounds maintenance contract which ceases in 2011, it was recommended to make a final decision when considering all tenders for the grounds maintenance contract. Whilst T.T.S.R have been generally considered a good contractor, recent issues with the Cemetery need to be taken into account.

1955.3. A quotation has been received from Pear Technology for Digital Mapping. It was recommended to defer a decision on the digital mapping and consider this as part of the budget process which is on-going.

1955.4. A request has been received to purchase a set of scales at £119.00 + Vat to assist with the counting of the Swaffham Newsletters in preparation for their monthly delivery. It was recommended to purchase a set of scales for newsletter and office use at a cost of £119.00 + Vat. Cllr. P Darby proposed and Cllr. C Gunner seconded to purchase a set of scales.

It was agreed with 6 votes for, 2 against and 4 abstentions to purchase a set of scales at a cost of £119.00 + Vat.

1955.5. A request has been received from former Mayor David Harman to replace the missing Armed Forces Day Flag.

It was agreed to purchase a replacement Armed Forces Flag at a cost of approximately £15.

1955.6. The formal request for the Council's Precept has been received for 2012/13 - to be returned to Breckland Council by 15th December 2011. There is no need to amend previously agreed timescales. Budget meeting on 7th December, full Council on 14th December, notification by 15th December.

1955.7. A letter has been received from the Royal British Legion to request for the Council to pay for the Fakenham Band on Remembrance Sunday this year. The cost last year was £150. There is a budget for this cost.

<p>It was agreed to grant the Royal British Legion £150 for the Fakenham Town Band on Remembrance Day.</p>

1956. GENERAL CORRESPONDENCE:

1956.1. The 14th monthly report from Elizabeth Truss MP and e-mailed statement regarding the retention of RAF Marham was circulated to all Councillors.

The report from Elizabeth Truss MP is dominated by the good news that RAF Marham is to be retained. The news had been awaited for sometime and was as a result of a long but successful 'Make in Marham' campaign.

1956.2. E-mailed correspondence with Shaun Coomer from Archant regarding a newsletter was circulated to all Councillors for information.

The exchanges of e-mail with Archant were a culmination of three meetings regarding an alternative newsletter, as the Council had been frozen out of the Swaffham Newsletter for a period of 9 months due to a dispute of an invoice.

1956.3. E-mailed correspondence with Mr. Michael Harris regarding the general condition of his allotment 98 Shoemakers Lane was circulated to all Councillors for information.

Mr. Harris had received a warning letter regarding the poor condition of his allotment and was informing the Council with regard to making improvements.

1956.4. E-mailed correspondence re- advertising/sponsorship from Barnes Print on behalf of Swaffham Football Club regarding their programme for 2011/12 was circulated to all Councillors for information.

The Town Clerk had informed Barnes Print that there was no budget for sponsorship of this type, as a decision was needed prior to the start of the Football season. Swaffham Football Club were wished well for the forthcoming season.

1956.5. E-mailed correspondence re- fundraising request for NORSLAR (Norfolk Lowland Search and Rescue) was circulated to all Councillors for information.

The Town Clerk has informed NORSLAR that the Council only consider requests from Charities based in the town.

1956.6. A copy of a complaint from Age Concern regarding a booking changed at short notice by Icen Partnership was circulated to all Councillors for information.

This was a copy of a complaint which was an internal misunderstanding regarding a booking for the Assembly Rooms, changed to the Community Centre at short notice.

1956.7. E-mailed correspondence with Richard Wilkin regarding delivery of the newsletter was circulated to all Councillors for information.

Richard Wilkin cleared up issues relating to newsletter deliveries which were passed on to Peter Harris as co-ordinator.

1956.8. An advisory note from WPS/Aviva regarding the Nationwide Riots was circulated to all Councillors for information.

Our insurance company have issued guidance following the nationwide riots in August in respect of reducing risk to both staff , security of buildings and potential damage to property.

1956.9. Correspondence with Mr. Roy Fowler Publicity Officer of 1894 Swaffham Squadron Air Training Corps regarding permission to site a small table outside the old Firework Shop on Saturday 17th September to sell home made cakes and bric-a-brac to raise funds for the Squadron was circulated to all Councillors for information.

The Town Clerk has granted permission in respect of a small stall at the Market on 17th September to raise funds for the Air Cadets.

1956.10. E-mailed correspondence regarding the traveller incursion in the month of August was circulated to all Councillors for information only.

The correspondence and information circulated demonstrates how the authorities worked together behind the scenes to deal with the traveller incursion in August. There are other documents retained on file that back up the information released to the public at that time.

1956.11. The latest correspondence regarding the proposed Kings Lynn Incinerator was circulated to all Councillors for information.

There has been extensive correspondence received relating to the Kings Lynn incinerator planning application, as the contractor, the County Council and the campaigners against the scheme build up a head of steam.

1956.12. E-mailed correspondence with Lisa Archer re-newsletter distribution was circulated to all Councillors for information.

Lisa Archer is a new newsletter volunteer and had some issues to resolve which have been dealt with.

N.B. The remaining listed items have not been circulated but are available at the Town Hall should any Councillor require a copy or wish to read the documents:

1956.13. To record receipt of the Norfolk Age UK Newsletter - In the Loop Summer 2011.

1956.14. To record receipt of the Annual Report & Accounts for Norfolk Playing Fields Association 2010-/11.

1956.15. To record receipt of the Norfolk Playing Fields Association Newsletter - Summer 2011.

1956.16. To record receipt of Norfolk association of Local Councils Annual Report 2010/11.

1956.17. To record receipt of Norfolk ALC August 2011 newsletter 'Norfolk Link'

1956.18. To record receipt of Citizens Advice Bureau Annual report 2010/11

1956.19. To record receipt of Action for Market Towns Awards 2011

1956.20. To record receipt of CPRE Green Buildings in Norfolk Open Days 2011 - 17-18, & 24 - 25 Sept.

1956.21. To record receipt of Anglian Water notification of taking over sewers in the Swaffham area on 1st October - with supporting information.

1956.22. A complaint has been received regarding pot holes leading up to the Public Toilets (Gents). The Town Clerk gave an updated report advising on the legality of filling in the offending pot hole. The complaint received was as a result of a member of the public (a 95 year old gentleman) falling over result of the pot hole. Both Highways/Norfolk County Council and Breckland Council have confirmed that they do not own the land in question. The Town Council do not own the land, as the footprint of the public toilets was the only land conveyed to them in this area.

The previous Council agreed to register all of the Town Council land clearly in our ownership but to also claim areas such as the Shambles where public ownership is somewhat woolly. The area where the pot hole is situated would come into this category of land to be claimed by adverse possession. Would a legal claim against the Town Council succeed? Is there a responsibility in respect of access as the public are assuming access rights to and from the public toilets? This would be for the courts to decide.

The dilemma the Council has is that dealing with the pot hole sets a precedent for future maintenance expenditure in this area. Not dealing with the pot hole reflects badly on the town and the public will perceive that the Town Council should be dealing with it even if it is not in their ownership. The Town Clerk recommended to deal with the pot hole as a matter of urgency, as a public health & safety issue. It was further recommended to re-visit the issue of land registry registration in particular with regards to registering land that has tenuous ownership. This should be an agenda item for the October meeting.

It was agreed for the Town Council to deal with the pot hole as a matter of urgency.

It was agreed to put the Registration of Land on the October agenda.

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1956.23. A request has been received from the Chairman of Swaffham Rugby Club Paul Brook for the backing of a proposed Swaffham Bonfire Night celebration including a fireworks display on Sunday 6th November at the Rugby Club.

The Rugby Club have a proposed fireworks display at the Rugby Club on Sunday 6th November which they would like the support of the Town Council.

It was agreed to support the firework display at the Rugby Club on Sunday 6th November.

1956.24. Letters have been received from Mrs. P. Coe and Mrs. M. Lloyd in respect of the general condition/grass cutting at the Cemetery; with an update report from the Town Clerk following a site visit with the contractor.

The criticism of the contractor in this instance was valid, as the cutting took place in wet weather and caused a great deal of upset, it is confirmed that certain areas were not cleared up satisfactorily. In order to improve the situation the Town Clerk moved our outside staff to the Cemetery to do some further grounds maintenance, this was not an ideal situation as this took them away from various other tasks. In general the contractor has done a very good job in other parts of the town. The Council are currently out to tender at the present time and the Cemetery will be an area which will be looked at; as this year is the first year that the work has been carried out by a contractor instead of Council staff - it is fair to say there has been teething problems. It is recommended to take everything into account when considering tenders and deciding if this area should be cut by contractors or our own staff.

1956.25. A letter has been received to consider the donation of a 12 ft tree by Mrs. Carolyn White who won the tree at Sandringham Flower Show at the Royal Warrant Holders stand. It was recommended to receive the donation of a 12 ft tree and plant in an appropriate position at the Recreation Ground.

It was agreed to accept the donation of the tree to plant on the Recreation Ground.

1956.26. A letter has been received from Mrs. C.E. Darby regarding overhanging branches at White Cottage, 1 Campingland.

The Town Clerk also met with Mrs. Darby earlier this week at the Town Hall. The Council are currently out to tender on tree maintenance for the forthcoming year. The first contractor to submit their tender has identified work to take place on the tree in question, but has not identified it as urgent work in terms of health & safety. Mrs. Darby has an issue with one branch in particular which is touching her property in certain weather. she has been informed that as the branch overhangs her property she can have this removed at her expense.

It was recommended that if all three contractors are showing the tree as in need of trimming, that the offending branch is taken down as soon as possible. the lowest tendering contractor would be requested to carry out this work. The remainder of any other work on this tree should not take place until the financial year 2012/13.

1956.27. E-mailed correspondence has been received from National Express and copy of letter sent to Elizabeth Truss MP regarding the withdrawal by government of the Coach Concessionary Travel scheme.

The letter from National Express to MP Elizabeth Truss highlights the National Express 496 Service which is heavily dependant in the Swaffham area on people who qualify for concessionary travel because of age or disabled. The government are withdrawing the Coach Concessionary travel scheme.

It was agreed for individuals to write to their MP regarding the Coach Concessionary travel scheme.

1957. COMMITTEES - Lead Officer – Town Clerk (under review)

1957.1a. FINANCE & GENERAL PURPOSES Committee (Last meeting 7th Sept – next meeting 26th Oct.)

At the meeting on 7th September the Committee dismissed an appeal by an allotment holder who had consistently not cultivated his allotment and kept it in an untidy condition. He was allowed to keep one out his two allotments. On the last day of the notice period 12th September a letter has been received from Mr. John Mason which has been circulated to the Council with the notice letters and photographs of his allotment at 93 Magazine Field. He is appealing against the decision, as the Finance Committee do not meet until 26th October this has been referred to full Council for consideration. Following a discussion Cllr. S Lister proposed and Cllr. I Sherwood seconded to take back the allotment.

It was agreed with 6 votes for, 5 against and 1 abstention to take back the allotment.

1957.2a. All Councillors have been set various tasks to feedback to a Budget Working Group meeting on 21st September. The next 3 to 4 weeks are crucial as the estimates start to come in and every aspect of the Council's budget is closely examined. With a further Budget Working Group meeting planned for 5th October,

this should then bring us to the Finance & G.P. Committee meeting on 26th October with the Budget shaping up and going into the final stages just three weeks before the draft is finally circulated to Councillors for the Budget meeting on 7th December.

1957.1b. PLANNING Committee (Last meeting 10th Aug – next meeting t.b.a.)

The draft minutes of the Planning Committee minutes of 10th August 2011 have been circulated to Councillors for information. The minutes will be agreed when the Committee next meet.

1957.1c. PERSONNEL Committee (Last meeting 5th Sept – next meeting t.b.a.)

The Personnel Committee have met three times since the last full Council meeting. The Committee assisted the Town Clerk in drafting the 'Member and Employee' protocol looking at other similar policies at other Council's in Norfolk and elsewhere.

The staff appraisals are now complete including for the Town Clerk. a full report will be given to the Council at the October meeting.

1572. COMMITTEES - Lead Officer – Deputy Town Clerk (under review)

1572.1a. RECREATION GROUND Committee (Last meeting 13th Jun – next meeting 26th Sept)

The Rec Committee meet later this month, they had a successful Funday on 6th August raising enough money to cover the cost of the Funday itself and pay for the new iron railed fencing adjacent to the gates and the derelict toilet block.

A copy of the entry into the EDP 'Pride of Norfolk' section for 'Open Green Space' has been circulated to Councillors for information. the judging has already taken place earlier this week and we now await the outcome.

1952.1b. MARKET Committee (Last meeting 5th September – next meeting 21st November)

Correspondence has been received and a recommendation from the Market Committee in respect of a proposal by City & County Farmers Ltd to run a Farmers' Market in Swaffham and in West Lexham on alternate weeks.

The Market Committee recommend to approve a licence to hold Farmers' Markets in Swaffham on the first and third Sunday of each month and at West Lexham on the second and fourth Sunday of each month. The terms and conditions to be modelled partially on an existing licence with Icen Partnership and amended as appropriate and to be agreed by both parties. To reduce the proposed area for stall holders from 100 miles to 50 miles radius of Swaffham. There should be a clause requesting the applicant to re-apply should either of the Farmers' Markets fail. The Committee further recommends that the commission fee of 20% is too low, that there should be no period of free rent or if the Council agree to a free rent period then any expenditure incurred by the Council is reimbursed by City & Country Farmers Ltd. Subject to Council approval in principle, a small Working Group should be set up to work with the Town Clerk to finalise the finer detail of the terms and conditions of the licence.

Following a lengthy discussion Cllr. S Bell proposed and Cllr. C Gunner seconded to charge 20% from day one on a Sunday with no cost to the Town Council.

Cllr. P Darby proposed an amendment to the above proposal and Cllr. T Jennison seconded for the finer details to be arranged first by the Working Group.

Cllr. T Jennison withdrew from the proposal for the finer details to be arranged by the Working Group.

The vote for Cllr. S Bell's proposal to charge 20% from day one was lost with 2 votes for and 8 against.

It was suggested to hold a Working Group meeting next week suggesting a temporary licence being issued from now until Christmas. Following a further discussion Cllr. D Wickerson proposed and Cllr. S Lister seconded to accept the Market Committee recommendation.

Cllr. P Darby proposed and Cllr. I Sherwood seconded an amendment to accept the Market Committee recommendation, but for the proposed area for stall holders to be 100 miles.

It was agreed with 8 votes for and 2 abstentions to accept the Market Committee recommendation, but for the proposed area for stallholders to be 100 miles.

1952.1c. YOUTH COUNCIL (Last meeting 9th May – next meeting t.b.a.)

1953. WORKING GROUPS - Lead Officer – Town Clerk

1953.1a. Budget Working Group (Informal 25th July, formal Workshop 7th Sept - next meeting 21st Sept)
A report was given under Finance Committee at 1957.2a.

1953.1b. Toilet Working Group (11th July for the Group and extraordinary Council meeting on 18th July.)
The minutes of the extraordinary Council meeting held on 18th July will be circulated to the October meeting for approval.

1953.1c. Market Traditions Working Group (Last meeting 6th June)

1953.1d. Twining Liaison (Last meeting 28th Mar)

1954. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1954.1. Icen Partnership (Cllr Darby with Cllr Skinner as substitute) - No report.

1954.2. Icen Partnership Buildings Management: (Cllrs Darby, Lister, & Skinner) - No report.

1954.3. Advance Swaffham Action Group (Cllr Gunner, Cllr. A Tigue with Cllr Darby as substitute)
Icen Partnership has bid for £5000 to the Healthy Towns Initiative for a number of projects which enhance the Brecks RDP funded events programme. The projects may in part contribute towards reducing the town council match funding commitment.

Information is still outstanding from the Town Council on how much remains of the £9700 Big Lottery funding received by ASAG via Swaffham Town Council.

£390 has been awarded to ASAG via the Icen Partnership from the Breckland Participatory Budget scheme to set up the Community Workforce Scheme to provide essential contact with the elderly and vulnerable in the event of severe winter weather.

1954.4. Swaffham Museum Ltd (Cllr Tigue) No report.

1954.5. Relief in Need Charity (Cllrs Darby, Gunner & Skinner + Mayor & Deputy Mayor)
It was reported no applications have been received.

1954.6. Swaffham Town Estate (Cllrs Darby and Edwards) - No report.

1954.7. Swaffham & District Tourism Association (Cllr Wickerson) - No report.

1954.8. Swimming Pool Association (Cllr Wade with Cllr Gunner as substitute) - No report.

1954.9. Garden Science Trust (Cllr Wade) - No report.

1954.10. Health Forum (Cllrs Wade and Jennison) - No report.

1954.11. Breckland CCTV Group (Town Clerk) - E-mailed correspondence with Grahame Green and request has been received to set up a CCTV Group in Swaffham, a change from the current Breckland Group. It was recommended for the Town Council to work with Grahame Green to set up a Swaffham CCTV Group.

Cllr. A Tigue volunteered to be on the Swaffham CCTV Group.

1954.12. Swaffham Community Transport (Cllr Gunner) No report.

1954.13. Norfolk Association of Local Councils (Cllr Matthews) - No report.

1954.14. SCALGA (Cllr Edwards) - SCALGA has one new member, the finances are good, they now have a 10 point action plan.

1954.15. Swaffham in Bloom - has a higher accolade from mid silver to high silver.

1955. BRECKLAND COUNCIL.

1955.1. E-mailed correspondence with Kellie Dodgson Electoral Registration Officer regarding a canvass promotion at Swaffham Market on 29th October 2011 to assist people in completing their registration forms has been circulated to all Councillors for information.

Permission has been granted by the Town Clerk for the Electoral canvass on October 29th at the Market.

1955.2. A statutory notification of application for variation of a premises licence at Co-operative Food store in London Street has been Circulated to all Councillors for information.

N.B. The remaining listed items have not been circulated but are available at the Town Hall should any Councillor require a copy or wish to read the documents:

1955.3. *To record receipt of 'Breckland Pulse' the Sustainable Community News - Autumn 2011.*

1955.4. *To record receipt of Enforcement Guidance Notes for Members, Parish and Town Councils*

1955.5. *To record receipt of Planning and Building Control Services - guide.*

1955.6. An e-mailed request has been received to consider participating in a trial to prepare a list of 20 street names for future developments in Swaffham.

The Town Clerk recommended to participate in a trial with other Town and Parish Council's to prepare a list of street names for future developments in Swaffham. The e-mailed correspondence confirms that if the recommendation is accepted that there is a further period until the October Council meeting to consider a list of suitable names to put forward. Former Councillor, David Butters has been a great assistance in this matter by coming up with a list as a starting point for the Council discussions. In summary if the trial is agreed then this item will remain on the agenda for the October meeting.

It was agreed for the trial of preparing a list of street names for future developments in Swaffham to be placed on the October agenda.

1956. NORFOLK COUNTY COUNCIL.

1956.1. A circular letter from Cllr Bill Borrett Cabinet Member for Environment & Waste regarding King's Lynn power and recycling plant was circulated to all Councillors for information.

1956.2. Details of the latest Highway Rangers visit on 21st July and 10 listed actions that were carried out during their visit was circulated to all Councillors for information.

1956.3. E-mailed correspondence with James Dean ASAG Transport Group regarding update of various transport issues following meeting on 6th September with Highway Engineer Paul Groom was circulated to all Councillors for information.

The Town Clerk updated the ASAG Transport Group on issues relating to Whitecross Road Pedestrian Safety, town Centre street lighting, pathway lighting, delegation of powers from NCC, Section 106 agreements, gateway signs and signing to Theatre Street, various speed issues in Cley Road, signage in Cley Road, works in Watton Road, safety assessment regarding a potential Zebra crossing, railings at the traffic lights and the possibility of using volunteers to carry out surveys.

1956.4. E-mailed correspondence and a circular letter regarding works at A47 over Lynn Road bridge works 11th September to 24th September was circulated to all Councillors for information. The publicity issued by County Council relating to this work has been superseded by a delay by one week, so the dates are now 18th September to 1st October.

1956.5. A letter has been received to consider Voluntary Gritting of Footways and information for local Councils undertaking voluntary gritting of footways, advice for volunteers spreading salt/grit or clearing snow and a draft agreement between Norfolk County Council and a Third Party regarding voluntary gritting of footways.

It was recommended to move this issue forward now to try and set up the voluntary gritting scheme for the forthcoming winter. The Town Clerk will work with his staff to co-ordinate and guide the voluntary team. Each volunteer would have to sign up and be given basic training to enable them to be insured either by the County Council or the Town Council. Highway Engineer, Paul Groom and his team will carry out the necessary training. There may be some set up costs i.e. high visibility vests, shovels and other basic equipment to purchase. Until the number of volunteers is known, the Town Clerk cannot assess the costs involved. If there are any priority areas the Council would like to cover, then they should give consideration to this in the coming weeks. the Council may also like to consider having either a Working Group or Committee to oversee/monitor the activity of the gritting volunteers.

It was agreed to set up a voluntary gritting scheme and to have a working group relating to the Town Council input. Cllr's I Sherwood, S Lister, J Skinner and S Matthews volunteered to be on the Working Group.

1956.6. A letter has been received to consider a request from Rural Dean Stuart Nairn from St Peter and St Paul Parish Church requesting the provision of 'No Parking' and 'No Waiting' signs for the cobbled highway leading to the churchyard gates.

This matter was considered in the meeting between the Town Clerk and Highway Engineer Paul Groom. The PCC will be advised that if they require no parking signage in that area this will have to be funded by the PCC. They also need to give some thought to where signage could be located, as buildings are not in their ownership either side of the Church walk, although the Town Council own the section adjacent to Iceland. Paul Groom will advise the PCC direct and copy in the Town Council.

It was agreed with 10 votes for and 2 against for provision of 'No Parking' and 'No Waiting' signs for the cobbled highway leading to the churchyard gates.

1956.7. E-mailed correspondence with Mr. P. Hudson and Mrs. C. Epsom regarding speeding traffic and associated issues in Cley Road has been received for consideration. The Town Clerk reported the correspondence from both Mr. Hudson and Mrs. Epsom has been sent to Highway Engineer Paul Groom and circulated to the Council. In discussions with Paul Groom he confirmed that he had met on site with Mrs. Epsom and agreed to put up some elderly warning signs in Cley Road. Other issues would be prohibitive with the costs involved. With regard to Mr. Hudson's proposed solution of 'two build outs' to slow the traffic down, this would need to be fully assessed and there is no money for feasibility studies at present. If the feasibility is proven then there would be no money to take the scheme forward as priorities exist around the County that are way above that of Cley Road. It was suggested initially for the Town Council to consider whether in principle they would like to support Mr. Hudson's proposal and fund a feasibility study. Cllr. D Wickerson proposed and Cllr. P Wade seconded for the Town Clerk to discuss with Paul Groom using Norfolk County Council funds.

The Council agreed in principle to the proposed solution of 'two build outs' to slow the traffic down, it was agreed for the Town Clerk to discuss with Paul Groom using Norfolk County Council funds.

It was agreed for the Town Clerk to find out the cost of a feasibility study.

1956.8. E-mailed correspondence with James Dean regarding the final design for 'Town Gateway Signs' following ASAG successful Brecks funding bid has been circulated to all Councillors for consideration.

The Town Council's match funding has proved to be effective in assisting ASAG with their bid for Brecks funding. The money is now available for new entrance signs to go where the floral displays at the entrance/gateways are situated. Option 2 is preferred as this uses the logo adopted by ASAG as designed by Chris Parsons. It is recommended to go with Option 2. It is understood there is a site meeting regarding these signs later this month, hopefully this will confirm the signs in the location where the floral displays are licensed, any amendment to that will need to be referred back to the Town Council for approval. Cllr. Wade proposed and Cllr. Wickerson seconded to use Option 2.

It was agreed with 7 votes for and 5 against to use Option 2 as this uses the logo adopted by ASAG as designed by Chris Parsons.

1956.9. Information has been circulated to all Councillors relating to 'signs for events' and e-mailed correspondence regarding removal of a banner for the 'Brecks Food Festival' from railings at the traffic Lights in Swaffham

The local Highway Engineer Paul Groom has supplied the Town Council with information relating to temporary signs/banners for events. In relation to banners at the railings on the traffic lights these were removed by Norfolk County Council. There is some local discretion for certain areas where the public safety cannot be compromised, the local discretion is with the Highways Department. The Town Council do not have authority to grant or refuse permission. It was disappointing though that the organisers of the Brecks Food Festival ignored advice given directly from County Council, a banner for the George Hotel was also removed. The railings are designed so that both the drivers of vehicles in that area and the pedestrians can see each other.

1957. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

1957.1 Recreation Ground Committee – Monday 26th September 2011 6pm – Council Chamber

1957.2 Full Council – Wednesday 12th October 2011 6.45pm – Council Chamber

1957.3 Advance Swaffham Action Group (ASAG) – Tuesday 18th October 2011 6pm – Council Chamber

1957.4 Finance & G.P. – Wednesday 26th October 2011 7pm – Council Chamber

1958. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1958.1. Following a lengthy discussion with regards to considering nominations for Honorary Citizen, Cllr. Sherwood proposed and Cllr. Jennison seconded for II Sqd. from RAF Marham to become Honorary Citizens of Swaffham.

It was agreed with 10 votes for and 3 against to make II Sqd. from RAF Marham Honorary Citizens of Swaffham.

N.B. A further discussion took place relating to an individual award of Honorary Citizen. A decision was taken which was later found to be invalid as it did not meet the voting criteria of Honorary Citizen, which would need to be reviewed at the October meeting.

1958.2. It was recommended to take Debbie Turner on a permanent basis as Deputy Town Clerk following a successful completion of her probationary 6 months.

It was unanimously agreed to take Debbie Turner on a permanent basis as Deputy Town Clerk.

1958.3. A discussion took place in relation to the proposed extended lease for the Community Orchard and legal costs. It was suggested to put a proposal to the Icen Partnership for a Contribution, negotiate the legal fee's down, use our solicitor to draw up costs. Cllr. D Wickerson proposed and Cllr. Wade seconded to use our own solicitor and to talk to Icen.

It was unanimously agreed for the Town Council to use our own solicitor to save costs and to talk to Icen regarding a contribution.

Meeting closed 10.05 p.m.

Chairman

Public Participation.

Concerned was raised relating to the proposal made at the Market Committee with regards to holding a Farmers Market with traders attending from a 100 mile radius, how does this support the local community. It will have an impact on local farm shops, the butchers and bakers. Shops are vital to Swaffham.

The Chairman stated this issue is on the agenda to be discussed later in the evening.