

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 13<sup>th</sup> September 2006 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mrs C. Baker, Mrs P Buxton, Mrs A. Greaves,  
Mrs S Lister, Mrs F. Mann, Mr J Stockdale.

Town Clerk: - Mr R Bishop  
Deputy Town Clerk: - Mrs M Meyrick  
Norfolk Police Authority: - P.C. A. Partridge

Public: - 10

**1026. APOLOGIES & REASONS FOR ABSENCE.**

- 1026.1. Cllr Sherwood (work commitments).
- 1026.3. Cllr Sharpe (holiday).
- 1026.4. Cllr Jennison (illness).
- 1026.5. Cllr Butters (illness).
- 1026.6. Cllr Wise (illness).
- 1026.7. Cllr Cannon (work commitments).

THE MEETING WAS ADJOURNED AT 6.49p.m.  
THE MEETING WAS RECONVENED AT 6.55p.m.

**1027. DECLARATIONS OF INTEREST – for items included on the Agenda.**

Cllr Greaves declared a personal interest on a couple of letters written in.  
Cllr Lister declared a personal interest on item 1034.18 as the correspondent is a work colleague.  
Cllr Baker declared a personal interest on item 1034.18 as the correspondent is an employee.

**1028. MAYOR'S REPORT.**

1028.1. The Mayor reported on various events she has attended: -

29 <sup>th</sup> July	Scout Jamboree at the Norfolk Showground
5 <sup>th</sup> August	Presented prizes at Swaffham Horticultural Show, who now meet at the convent.
12 <sup>th</sup> August	Opened Holmwood House Fete
18 <sup>th</sup> August	25 <sup>th</sup> Anniversary celebration of Riversdale Centre, Thetford
21 <sup>st</sup> August	Judged Swaffham Carnival Queen and Princess
28 <sup>th</sup> August	Opened Carnival
10 <sup>th</sup> September	Swaffham Civic Service
	Yearly Mencap barbecue held at Sue Polaine Leonard's allotment – wonderful day.

**1029. POLICE REPORT**

1029.1. Crime figures for the month were 53. In respect of anti social behaviour the recreation ground has been declared a problem area; it is the people that congregate there later on at night that are causing problems. They park their vehicles on the slip road near the gates. PC Partridge suggested one possible solution, to place a collapsible post in this area, this would help the police. There could be funding available through the CDRP to help with the cost.

1029.2. Councillors were given copies of e-mailed correspondence and photographs regarding the arson at the Skate Park recently. A third report has gone in only this morning, as damage to the notice board adjacent to the Skateboard Park has been the subject of more vandalism.

1029.3. An e-mail has been received and circulated to Councillors from Mrs. K. Gordon regarding reports of anti-social behaviour and vandalism in London Street. There is a specific request for CCTV to be extended to the London Street/Whitecross Road junction. PC Partridge stated that Breckland are in the throws of upgrading the CCTV but it is highly unlikely they would extend it to London Street. It is aimed at retail crime and anti-social behaviour. Any Councillor could take this issue to Breckland if you wish – on a policing angle that would be good. It is not legal to have private CCTV on the highway. PC Partridge offered to organise a patrol car to do a drive by to try and get rid of the problem.

1029.4. Cllr Lister reported that there seems to be a problem of people parking all day without getting a ticket when there is 2 hour restriction. There was a vehicle in the town on Saturday that was parked all day. PC Partridge stated that he was in the town on Saturday, he had obviously missed it. There is a traffic warden who writes out in excess of 1800 tickets, that is a lot for one person issuing them. I think the parking regulations in the town are policed fairly.

1029.5. Cllr Lister asked if the police are allowed to go onto the recreation ground in an official capacity. At the Premises Licence application hearing for the recreation ground there were some objectors who were present at their hearing who gave the impression that they were told that the police told them they could not do anything about it as it is private property. PC Partridge stated that as far as he is concerned the legislation does not stop any police officer carrying out their duties. Cllr Greaves asked if it would be possible to get the figures about the amount of complaints from members of the public about the recreation ground or Northwell Pool area.

**PC Partridge stated that he would carry out some research to find out if this information could be made available to town councils as it is made available to county councils.**

1029.6. Cllr Stockdale asked if the Clerk could discuss with Breckland Council the possibility of extra monitoring of car parks owned by them in Swaffham.

**1030. MINUTES**

1030.1. The minutes of the Full Town Council Meeting of Wednesday 19<sup>th</sup> July, amendments - page 522 item 1015.5. decision box should read “It was agreed to allow the Rotary to use the Campingland” – page 523 1017.3. second line should read “Cabinet member Ann Steward” and 9<sup>th</sup> line should read “a difference when it comes” – page 523 item 1017.5 decision box should read “and regularly update the Councillors” – page 524 item 1017.7 first line should read “sent to households in” - page 528 item 1020.10 second decision box should read “A working party to be put together”.

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Following these amendments the minutes were signed as a true record by the Chairman.

### **1031. TOWN CLERK REPORT:-**

1031.1. Northwell Pool Consultation Day held on 25<sup>th</sup> July.

The consultation event for Northwell Pool was a great success and achieved a better response than was generally expected. The Clerk will be compiling a report summarising all the points made by those who took the time to attend on the day and fill in the consultation forms. The event demonstrated that a number of people care about the area and some are prepared to serve on a project committee.

1031.2. Youth Council.

The Clerk and Deputy Clerk are due to meet with Youth Worker Sally Palmer next week to finalise details of the Youth Council Workshop planned for Thursday afternoon of 28<sup>th</sup> September in the Council Chamber. This is the first event organised to start the process of establishing a Youth Town Council here in Swaffham. More work will be done during Local Democracy Week at Hamonds School 16<sup>th</sup> to 20<sup>th</sup> October. This is an exciting project breaking new ground for the Town Council. It is also important that this project has Councillor input.

1031.3. Swimming Pool Land Purchase.

The wait continues for the necessary paperwork to allow the land purchase to go ahead. Hopefully the patience will be rewarded soon with the end result that the Town Council and SPA want. The confirmation that is needed to proceed has no time limit, but it is essential to achieving the land purchase.

1031.4. It was reported that there are still vacancies on Committees, Sub-Committees and appointed representatives on community groups.

<b>COMMITTEE OR COMMUNITY GROUP</b>	<b>NUMBER OF SPACES</b>
Finance & General Purposes	A lead member is needed
<b>Open Spaces &amp; Amenities</b>	<b>2 spaces</b>
	<b>Cllr Lister is to be the lead member</b>
Recreation Ground	2 spaces
	A lead member is needed
<b>Swaffham St. Raphael Club</b>	<b>1 representative is needed</b>
Iceni Partnership	Cllr Greaves is to be representative
<b>Horticultural Society</b>	<b>Cllr Lister is to be representative</b>
Swaffham Museum Ltd (4 from May 04)	Cllr Lister is to be a Director
<b>Iceni Directors</b>	<b>Cllr Greaves, Cllr Lister &amp; Cllr Matthews are to be Directors.</b>

1031.5. The Recreation Ground Committee had a meeting last Wednesday. The committee were disappointed to hear that funding would not be forthcoming from the Heritage Lottery Fund. This had been expected, but the committee are optimistic about achieving funding from elsewhere and had already begun to explore other avenues. The next meeting is on 22<sup>nd</sup> November.

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1031.6. The Market committee is making every effort to bring the Market back up to its full numbers. The committee looked at ways to encourage and support the existing traders and the new Auctioneer Stephen Green as he steps into the legendary shoes of Tyrone Roberts. The Clerk will be issuing a press release shortly regarding the Market, as there are some vacancies due to long standing traders retiring and others finding permanent locations such as Norwich Market. There is a French Market planned for Friday 20<sup>th</sup> and Saturday 21<sup>st</sup> October. On the Friday it will be located in the centre of Market Place and on the Saturday it would move to Pedlars Car Park to run alongside the Saturday Market. The aim is to bring more people to Swaffham every week to sustain and improve the Market. It is hoped visitors will come to support the French Market and then have a look at what Swaffham has to offer while they are here. The committee are most interested to hear from anyone who has ideas of how to build up the number of traders and to keep the interest of the general public. The Town Centre has been enhanced, even though the town and the market have suffered from disruption this past 18 months or so. It is now the time for the town and the market to flourish, to make full use of the enhancement that has been achieved.

1031.6. There have been a number of meetings with Breckland Council officers and Tourism Association members in respect of the Toilets and Tourist Information Centre. Full details will come before the finance committee on 4<sup>th</sup> October, then either the October or November full Council. First preference would be the October meeting, but if substantial work needs to be done prior to achieving a recommendation then the November meeting would be the sensible option.

1031.7. The Clerk has a monthly meeting with Street Scene Officer Alastair Rusholme where he is able to highlight any hot spots of concern around the town. This is for fly tipping, rubbish or areas which are a health hazard. The Shambles is the one area that often comes to the fore. Alastair also brought along the new enforcement officer Keith Fuller to one of the meetings recently. The possibility of having a consultation day in the Assembly Rooms for convenience of its close proximity to the Shambles area was discussed. The aim would be to seek solutions by working with Breckland and the property owners, to collate any ideas from the consultation day into an action plan to move matters forward.

**1032. PLANNING/DEVELOPMENT CONTROL:**

1032.1. Notification of Decisions/Information from Breckland Council:-

3AG/2006/0845/F Planning permission granted for the erection of attached garage. 124 Southlands. Mr. & Mrs. M. Robinson.	3PL/2006/0876/F Planning permission granted for proposed conservatory. 1 Church Mews. Mr. P. Wheeler.
3PL/2006/0933/F Planning permission granted for proposed two storey extension. 65 Heathlands. Mr. G. Fraser and Mrs. A. Johns.	3PL/2006/0860/F Planning permission granted for the erection of a two storey rear extension. Lindley House, Shouldham Lane. Mr. & Mrs. A.G. Lindhofer.
3PL/2006/0930/F Planning permission for proposed conservatory. 34 Theatre Street. Mr. & Mrs. Sparks	3PL/2006/0992/F Planning permission for the erection of a conservatory. 77 The Oaklands. Mrs. Jasper.
3PL/2006/0978/F Planning permission for the erection of a garage. 20 Providence House. Hilary Bealing.	3PL/2006/0708/CU Planning permission for change of use of 6 redundant agricultural buildings to workshops (B1 use) (renewal). Land adjacent to Sands Agricultural Services Ltd A1122 Downham Market Road. Sands Agricultural Ltd.

<b>Page 536</b>	P/Y/3/2006/3009 Planning permission granted for the construction of new two storey entrance building, new first floor extension, new classroom infill building, new hall and kitchen extension and reconfiguration of car and coach parking.
P/Y/3/2006/3015 Planning permission granted to site 6 no.2 bay mobile classrooms, 3 no 3 bay mobile classrooms; 1 no 7 bay classbase mobile unit, 1 office unit and 2 toilet units for duration of building works. Hamond's High School, Brandon Road. Norfolk County Council.	
3PL/2006/0951/LB Listed building consent for the reinstatement of plinth brickwork to front elevation. The Hollies, London Street. Mr. T. Gregorie.	3PL/2006/0575/F Planning permission granted for alterations/additions to form kitchen/bedroom – Mr Ian Wills, 1 Oaks Drive.
3PL/2006/1035/F Planning permission granted for conservatory – Mr & Mrs Hewitt, 20 Greenhoe Place.	3PL/2006/0251/O Planning permission granted for proposed building plot for single dwelling – Mr & Mrs R Young, 8 Oaks Drive
3PL/2006/0755/F Planning permission granted for demolition of flat roof building & construction of 3 – 3 bed houses – Mr M Green, Old Plowright Premises, Whitsands Road.	3PL/2006/0894/F Planning permission granted for conservatory – Convent of the Sacred Heart, Mangate Street.
SP/Y/3/2006/3006 Planning permission granted for the construction of new single storey 6th form block within whole school site of Hamond's High School, Brandon Rd.	3PL/2006/1047/F Planning permission granted for proposed extensions to Pear Tree Cottage, 16 Tumbler Hill. Mr. G. Pettitt

1032.2. Planning applications:-

3PL/2006/1186/O Demolish bungalow & erect 5 single storey dwellings and garages. 45 Watton Road. Oakwood Property Service. <b>OBJECTION – ON THE GROUNDS OF ACCESS AND OVERDEVELOPMENT</b>	SP/Y/3/2006/3020 Replacement front entrance doors, side entrance ramp, external lighting, disabled parking bay and associated works. Swaffham Library, The Pightle. Norfolk County Council <b>NO OBJECTION</b>
SP/Y/3/2006/1172/F Erection of conservatory. 5 Oaks Drive. Mr. & Mrs. T. Jarvis. <b>NO OBJECTION</b>	3PL/2006/1131/F New above ground diesel fuel storage tank. Swaffham Grange Service Station. A47 Bypass. C.H. Jones <b>NO OBJECTION</b>
3PL/2006/1328/F Erection of front porch and garage, also constructing a new vehicular access. Mr & Mrs Aynsley, Purbeck House, Whitsands Road. <b>NO OBJECTIONS</b>	

1032.3.To receive the following items for information only:-

**Enforcement Action – re- Watton Road: 1 Gordon Terrace: Raising of Roof Level (Retrospective) and Proposed New Window	Tree Preservation Orders: No.38 Land adjacent to Eco-Tech Centre, Turbine Way No.39 Oaks Drive/Watton Road No.11 Land adjacent to Eco-Tech Centre, Turbine Way
Delegation Agreement for planning applications – comes into force 1 <sup>st</sup> September 2006.	

1032.4. The following applications were heard by the Development Control Committee on 4<sup>th</sup> September 2006. The result of the meeting was that both Planning applications were refused.

- (a) 3PL/2006/1079/O – 8 Wolferton Drive – Erection of dwelling.
- (b) 3PL/2006/0540/F – Land at rear of Swaffham, Conservative Club – Erection of 6 2 storey houses & 16 flats in a 2 storey building.

### **1033. FINANCE:**

1032.1. Accounts for Payments for August/September 2006.

The list of Accounts for payment was circulated to Councillors. See Appendix 2.

**It was unanimously agreed to accept the accounts as listed**

1032.2. Details of a course by the University of Cambridge – Certificate in Working with Voluntary Organisations was received and circulated to Councillors. This is available at the College of West Anglia on Wednesday afternoons. The fee is £82 per module and there are three modules to complete.

1032.3. A letter has been received and circulated to Councillors from a market trader requesting a reduction in market site rent. The clerk reported that this was a legitimate request by a Market Trader who could only trade from limited space due to a car being parked on his pitch. Cllr Lister proposed and Cllr Greaves seconded to give a refund of half rent. Cllr Mann proposed to give him a refund of three quarters of his rent but this was not seconded.

**It was agreed to give a market trader a refund of half his rent due to limited space on his pitch as a car was parked there.**

1032.4. The Clerk was asked to place Myers Playing Field on the agenda by Cllr Sherwood. This item is to be placed on the next full council meeting for discussion.

1032.5. Report by the Town Clerk on the Church Clock.

Cllr Matthews proposed and Cllr Baker seconded for this issue to be discussed below the line.

**It was agreed to place this item below the line for a full discussion.**

1032.6. The Council were given a copy of the Final Accounts, Balance Sheet and Annual Return for the year to 31<sup>st</sup> March 2006. They were also given the end of year statement and statement of assurances. Each was read out by the Town Clerk. Cllr Buxton proposed and Cllr Lister seconded to accept the -Final Accounts, Balance Sheet, Annual Return and statement of assurances.

**It was unanimously agreed to accept the Final Accounts, Balance Sheet, Annual Return and the Statement of Assurances for the year to 31<sup>st</sup> March 2006. It was also agreed for the Mayor and Clerk to sign the Statement of Assurance on behalf of the Council.**

### **1033. JUBILEE HERITAGE PLAN.**

1033.1. Report on the Town Hall.

Councillors were given copies of correspondence that have come from the Northwell Pool consultation day and also relate to complaints regarding the lift in the town hall. It was proposed to discuss the correspondence relating to the lift below the line as it regarding access issues that are on-going.

1033.2. Report on Swaffham Museum Ltd.

The contractors Evergreen Builders and their sub-contractors are in the final stage of the renovation work. The contract is due to finish two weeks on Friday, which will be the 29<sup>th</sup> September. There are plumbers, carpenters, painters, electricians, and alarm, CCTV and telephone engineers putting the finishing touches to the building. There are also volunteers on site decorating and very soon the artefacts will start to come out of storage and new displays will start to take shape.

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### 1033.3. Information from Icen Partnership

Councillors were given information relating to a discussion paper by Icen Partnership to Breckland Council. The Clerk hopes to meet with the Chairman Tony Dickens to discuss some of the issues raised in an e-mail response. There was too much information to absorb, so if there is a need to discuss this it will be placed on a future agenda.

## **1034. GENERAL CORRESPONDENCE:**

1034.1. A complimentary letter and reply regarding Northwell Pool Consultation has been received and circulated to Councillors from Andy & Elaine Mash.

1034.2. A letter of thanks regarding the framed photograph of the Red Cross presentation has been received and circulated to Councillors from Charles & Ann Gunner.

1034.3. A letter and reply to R. Ross regarding domestic issues that have been referred to another authority has been received and circulated to Councillors.

1034.4. The Rural Community Council Annual Review 2005/06 has been received and circulated to Councillors

1034.5. A circular letter and reply regarding supporting Vitalise has been received and circulated to Councillors.

1034.6. A letter of thanks has been received and circulated to Councillors from Swaffham Crime Prevention Panel.

1034.7. A letter and reply to Mrs S.A. Bowhay regarding the footpath between 33 Sandringham Way and 11 Kestrel Close has been received and circulated to Councillors.

1034.8. Information relating to School Governor's at Hamond's School has been received and circulated to Councillors.

1034.9. An e-mail and reply of complaint regarding access to Town Hall from Ms Judy Walder has been received and circulated to Councillors.

**It was agreed to place this item below the line for discussion.**

1034.10. A letter and reply regarding the Northwell Pool consultation and the lift in the Town Hall from Lorraine Kennedy has been received and circulated to Councillors.

**It was agreed to place this item below the line for discussion.**

1034.11. Correspondence with Mrs. Priscilla Abbott (USA) regarding bus shelters, seats and the town centre facilities for the elderly population has been received and circulated to Councillors along with the reply from the Clerk.

1034.12. A letter and reply from Swaffham & District Swimming Pool Association regarding a meeting has been received and circulated to Councillors. This exchange with the Swimming Pool Association has also been followed by a telephone conversation with the Chairman Marion Clements. The Clerk has suggested that SPA press ahead to establish their Company Limited by Guarantee and Charitable status, thus using the time that the Council are waiting for the land purchase to go through, to good effect.

1034.13. A letter and reply regarding the Northwell Pool consultation and access to the Town Hall from Mrs. P. E. Stone has been received and circulated to Councillors.

**It was agreed to place this item below the line for discussion.**

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1034.14. Correspondence with Mrs. S.A. Bowhay regarding disabled bays in the town centre and disabled parking outside Plowright Place has been received and circulated to Councillors. The correspondence raises very real concerns of disabled parking bays in the town centre. The number of bays has been increased since the town centre enhancement and they have been re-organised. Reports from Icen Partnership this week have confirmed that they are to be more clearly marked in the very near future.

1034.15. A circular letter and 'Litter & the Law' leaflet from Encams, notification of receiving a guide 'Local Environment Quality – a town & parish council guide', giving consideration to the implementation of the Clean Neighbourhoods & Environment Act 2005 have been received and circulated to Councillors.

1034.15. Information regarding nomination of officers NCAPTC, Breckland Vacancy and resolutions for the AGM of NCAPTC on Saturday 4<sup>th</sup> November 2006 have been received and circulated to Councillors.

**It was agreed to nominate Cllr Stephen Teverson from Downham market town council.**

1034.16. A circular from the Rural Community Council regarding an imminent threat to your rural post office has been received and circulated to Councillors.

**It was agreed for the Clerk to write a letter of support from the Town Council regarding the R.C.C.'s 'threat to your rural post office' campaign.**

1034.17. Correspondence with Mrs Mary Cross regarding issues relating to the town centre, parking of market traders vehicles, parking in bus stops, film crew etc have been received and circulated to Councillors. It was reported that a number of issues relating to the Market have been addressed by the market committee meeting on Monday. With regards to the Town Centre Enhancement issues could be dealt with by the Icen Partnership.

**It was agreed for the Clerk to reply to the letter and to pass a copy of Mrs Cross letter to the Icen Partnership for them to answer her concerns relating to the town centre enhancement.**

1034.18. Correspondence from Mrs P. Smith regarding a Garage at 27 Oaklands has been received and circulated to Councillors. Councillors were also given a copy of a letter from Peddars Way. Mrs Smith fears that if the garage block is demolished then more homes will be built there. It was reported that the Town Council would have an opportunity to comment on any planning applications that are received. This may be the moment to mention any possible access or parking problems in that area.

**It was agreed that when a firm proposal comes from Peddars way then the Council will take into consideration Mrs Smith's comments and concerns.**

## **1035. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

Cllr Greaves Olive Tree report – The Olive Tree stall at the carnival was good fun. A raffle prize was given by Norwich City Football Club. The stall didn't raise a lot of money but provided a lot of comfort when the rains came down as the public got in the gazebo.

## **1036. BRECKLAND COUNCIL.**

1036.1. Breckland Council's Best Value Performance Plan 2006/07 has been received. A copy of it is at the Town Hall if Councillors wish to take a look at it.

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1036.2. A circular Breckland Council's Local Development Framework – adopted Statement of Community Involvement has been received.

1036.3. Correspondence with Mr. R. Fisher TPO officer regarding trees bordering the Cemetery have been received and circulated to Councillors.

1036.4. Information regarding the Open Space Audit has been received and circulated to Councillors.

1036.4. Correspondence regarding re-siting of the Lynn Street sign from Trevor Hawkins has been received and circulated to Councillors. It was reported that there is a suggestion to re-site the Lynn Street sign on the pink house instead of on the building occupied by Breckland Computer clinic. Cllr Mann proposed and Cllr Baker seconded to do as the letter requests.

**It was agreed with 4 votes for and 2 abstentions for the Lynn Street sign be moved from the building occupied by Breckland Computer Clinic to the pink house on Lynn Street.**

1036.5. An invitation for a Town Council representative to participate in Tour of Award Winning Regeneration Project on the 26<sup>th</sup> September 2006 has been received and circulated to Councillors. Icen Partnership have confirmed that representatives from EEDA and Go-East will be present at the Community Centre at approximately 11am and will tour the facilities for about an hour.

**It was agreed for Cllr Baker, Cllr Buxton, Cllr Greaves, Cllr Lister and Cllr Matthews will be in attendance for the 'Tour of Award' on the 26<sup>th</sup> September 2006 at the Community Centre.**

1036.6. Details of Breckland Council's Standards Committee and of a vacancy to be filled has been received and circulated to Councillors. Applications are to be returned by the 6<sup>th</sup> October and interviews will be carried out by the 24<sup>th</sup> October 2006.

1036.7. Details of the Street Naming and Numbering for new housing development off Lynn Road has been received and circulated to Councillors. There followed a discussion. It was proposed to suggest Highfield Avenue but to make it know to the developer of the existence of a house called highfield which is located on the main road. The reason why the Town Council have suggested this name is from about 1930 to 1980 the last house of town was situated on the right hand side leaving town and this was known as Highfield. The smallholder next door called his 4a Field Highfield Farm.

**It was agreed to put forward to Breckland Council the name 'Highfield Avenue' for the new housing development off Lynn Road.**

1036.8. Information regarding the Gambling Act 2005 consultation has been received and circulated to Councillors. Comments must be received by the 14<sup>th</sup> November 2006. It was reported that the Gambling Act 2005 comes into force in September 2007, this consultation is on the Statement of Principles. The full document is on the Breckland web site and the Council have until 14<sup>th</sup> November to make any comments.

**It was agreed to place this item on the November Full Council agenda.**

1036.9. Breckland Councillor Report by Cllr Matthews - Breckland is calling on small businesses to come forward and see how much tax relief they could be entitled to. The relevant forms need to be filled in by 30<sup>th</sup> September. Private landlords are being invited to

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a free forum on the 21<sup>st</sup> September at Elizabeth house. The event aims to promote best practice, highlight changing legislation and publicise new opportunities. Further information can be obtained from Polly Kane. The new way of registering to vote is proving popular. Electoral registration forms have now been sent out to every home in the district. For the first time residents whose details have not changed can respond by telephone and on line, as well as by post. Within the first week 10,000 households had responded by telephone and the internet.

### **1037. NORFOLK COUNTY COUNCIL.**

1037.1. A circular letter and questionnaire regarding the Mangate Street footway has been received and circulated to Councillors.

1037.2. An executive summary an 27 Action Plan Targets of the Strategy for Gypsies & Travellers that was circulated at the July meeting was discussed. This document was circulated at the last meeting.

**It was agreed to place this issue on another agenda.**

1037.3. A letter to Mr. John Hunter regarding additional one way signs on Cley Road has been received and circulated to Councillors. It was reported that additional traffic measures are being assessed for Cley Road.

1037.4. Information regarding changes to the Adult Education Service has been received and circulated to Councillors.

1037.5. Correspondence from Mel Manning regarding the Pedestrian crossing on Watton Road has been received and circulated to Councillors. The Clerk reported that this correspondence arrived during his annual leave and has been unable to catch up with Jason Glasspoole as he is only just back from leave this week.

1037.6. Norfolk County Council Report by Cllr Matthews – County has negotiated new terms with TNT to deliver the post which will make recurring savings of £200,000 per year. The government funded Regional Centre of Excellence (East) sponsored a project to look at the volumes of post that Norfolk County Council sends. New similar savings could be made by other councils in Eastern England following our pioneering example.

### **1038. To notify of the DATES and changes of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-**

1038.1. Wednesday 20<sup>th</sup> September 2006 at 7pm Open Spaces & Amenities Committee.

1038.2. Monday 25<sup>th</sup> September 2006 at 2.30 p.m. Personnel Committee.

1038.3. Wednesday 4<sup>th</sup> October 2006 at 7.00pm Finance & G. P. Committee (*in the Council Chamber*).

1038.4. Wednesday 11<sup>th</sup> October 2006 at 6.45pm Full Council (*in the Council Chamber*).

### **1039. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1039.1. Councillors were given information regarding a pension claim dispute.

This is stage two of the Pension appeal that has come down on the side of the Town Council. Stage three if taken up by the former employee will be with the Pensions Ombudsman.

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1039.2. Correspondence relating to Town Hall Access Mrs. D. Dickens, Ms Judy Walder, Lorraine Kennedy and Mrs. P. E. Stone have been received and circulated to Councillors. There was a lengthy discussion.

**It was agreed with 1 against to go to the Disability Commission Arbitration Service when the snagging work for the extension has been done but to wait no more than 6 weeks. The Clerk was instructed to respond to each of the authors.**

1039.3. The removal of the Church Clock face was carried out by a company called Wallwalkers on Tuesday 28<sup>th</sup> August. The Town Council previously agreed to have the clock face re-gilded and to carry out all urgent work on health & safety grounds. The Clerk informed Councillors of the costings. The Clerk recommended proceeding with all works as described in his report. In the short term it could be looked at as an expense that was unforeseen and expensive. However, in the longer term it could be regarded as a cost saving. The Council could request that the Town Estate consider their request for a grant towards the cost prior to the next finance committee meeting on 4<sup>th</sup> October. The precise costs may be available by then. In the worst case scenario of further unforeseen expense then reserves should be used but only as a last resort. Cllr Buxton proposed and Cllr Frances seconded to go ahead with the recommendation from the Clerk.

**It was agreed with 1 abstention to proceed with the necessary work to re-gild the town clock, to repair the damaged mullions, to find another way of re-fixing the clock and to put the clock back in place.**

The meeting closed at 9.22p.m.

Chairman.....

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**APPENDIX 1**

Mr Brian Clements – Regarding the planning permission for mobile classrooms in the old tennis courts at Hamonds High School – One of the cabins have been placed very close to the fence, there are two fire doors and the steps run into each other. If there is a fire the occupants would run into each other, there is only a gap for one person. The caretaker said the authorities know of it and the fire officer has approved it.

Cllr Matthews – I will e-mail the Head teacher and the cabinet member about this.

Mr Reg Dowden – Has the land for the swimming pool been signed yet?

Town Clerk – No not yet, the legal document is being held up by another authority

Mr Reg Dowden - Is it normal for this type of land purchase?

Town Clerk – This situation is unique as we are trying to gain access over somebody else’s land.