

SWAFFHAM TOWN COUNCIL

Minutes of the Full Council meeting held on Wednesday 8th October 2008 at 6.45p.m. in the Town Hall, Swaffham.

Present: Deputy Mayor Cllr D. Harman

Councillors: - Mrs. C. Baker, Mr D. Butters, Mr P. Darby, Mr C. Gunner,
Mrs. S. Lister, Mrs S. Matthews, Mr I. Sherwood, Mrs P. Wade
and Mr D. Wickerson.

Town Clerk: - Mr R. Bishop
Deputy Town Clerk: - Mrs M. Meyrick
Police: - P.C. Linda McComish
P.C.S.O. Paul Bailey

Public: - 8

The Deputy Mayor Cllr David Harman chaired the meeting in agreement with the Mayor Cllr Shirley Matthews who attended a long meeting earlier in the day.

1387. APOLOGIES & REASONS FOR ABSENCE.

- 1387.1. Cllr Sharpe – holiday.
- 1387.2. Cllr Skinner – post operation.
- 1387.3. Cllr Jennison – family commitments.

1388. DECLARATIONS OF INTEREST – for items included on the Agenda.

- 1388.1. Cllr Sherwood declared a personal interest on item 1393.2 planning application 1359 as he lives close by.
- 1388.2. Cllr Darby declared an interest on item 1395.12 and 1399.8 as he is an allotment tenant.
- 1388.3. Cllr Gunner declared an interest on item 1395.5 as he is a museum trustee and on item 1394.5 as he is a member of the Royal British Legion Swaffham branch.
- 1388.4. Cllr Butters declared an interest on item 1395.5 as he is a museum trustee.
- 1388.5. Cllr Matthews declared an interest on item 1395.5 as she is a museum trustee.
- 1388.6. Cllr Wickerson declared an interest on item 1395.5 as he is the Company Secretary for the museum.

EXTRA ITEM:-

N.B. Prior to the Public Open Forum there was an additional item regarding ANGLIA IN BLOOM.

Mr Bill Barnett, Chairman of Oakleigh Drive Community, was presented with the Certificate of Outstanding Achievement for Oakleigh Drive, Swaffham in the Anglia in Bloom competition by the Mayor Councillor Shirley Matthews.

Of the 14 Neighbourhood awards made to communities in East Anglia the judges noted 'Oakleigh Drive gave the judges a unique insight into how to run your own Estate. The assessors were particularly impressed by the layout and management plan for the area, and judged residents took care of all aspects of environmental quality and maintained gardens and the area to a very high standard'.

There were awards to communities in Great Yarmouth, Gorleston, Lowestoft, Hemsby, South Ockendon, Thurrock, as well as small and large towns, and villages such as Filby.

THE MEETING WAS ADJOURNED AT 6.50P.M.
THE MEETING RECONVENED AT 6.58P.M.

1389. POLICE REPORT

1389.1. A report has been circulated to Councillors regarding the Designated Public Places planned for Swaffham. The report included statistics related to alcohol related incidents of anti social behaviour.

1389.2. Report from PC Linda McComish on police matters for the past month. The police have looked into problems relating to parking issues in Swaffham and different ways to tackle this in the future. The traffic wardens have been asked to look at this, particularly on market days, patrols around school kick out times, around the livestock market and loading bays. The PCSO's cannot issue parking tickets but can give warning tickets which is why traffic wardens will be around on those days. It was reported that there is a problem with parking on the pavement to the entrance of the cemetery. It was also reported that people are parking on the paths on Station Street near Catherine Court which is very dangerous as people have to then go into the road to pass. The PCSO will pass on details of this to be looked into.

1389.3. Crime figures: - There has been 15 crimes relating to criminal damage which is a SNT priority, there has been 4 burglaries non dwelling which this figure has dropped from last month.

If any members see any illegal fireworks sold or setting off fireworks where they should not be (on any public highway) could they please inform the police.

Providence Terrace onto Station Street just been cleared of rubbish, had to get someone special to come and clear up the needles, there is obviously a problem which will be looked at. It was reported that Whitsands Road will closed off for a couple of weeks for roadway works to take place which could create extra traffic elsewhere.

1390. MAYORS' REPORT

1390.1. Civic events attended by the Mayor.

7 th September	Opened Beachamwell Play Area/Fun Day
11 th September	Duke of Edinburgh's Gold Awards Ceremony at Sandringham
12-14 September	Hemmoor Weekend
18 th September	Presented Awards at EDP Pride in Nfk. Plus Clerk of the Year Award
21 st September	Battle of Britain Service in Dereham
26 th September	Church Buildings Conference in Norwich
7 th October	Hosted Larger Councils' meeting here.

1391. MINUTES

1391.1. The Minutes of Wednesday 10th September 2008 the minutes were agreed and signed as a true record by the Chairman.

1392. REPORT FROM THE TOWN HALL

1392.1. Swimming Pool Land Purchase.

Today Wednesday 8th October 2008 the Town Council exchanged contracts for the purchase of two acres of land adjacent to the A47 and the Eco-Tech Centre. The land has outline planning permission for a Leisure building to include a Swimming Pool. The Council's solicitors are confident that completion will be within the next seven days.

1392.2. Civic Visit to Hemmoor 12th – 15th September 2008.

A Twinning liaison meeting has been arranged for 28th October to discuss the way ahead for twinning, as Swaffham hosts the next civic visit in 2010. A report in the latest

newsletter raises issues regarding budgets, modernisation of the twinning experience and exploring the possibility of leaving a legacy for the town next time round. The trip to Hemmoor last month was very pleasant, enjoyed by a party of 23 from Swaffham, including the Mayor, Town Clerk, two Councillors and the Honorary Citizen Toni Groom. The civic meeting on the Saturday morning agreed to try and engage with the young people in each of the three towns. There was the design of a twinning badge agreed upon and jointly ordered by each of the towns. It was also agreed to try and sort out an exchange of various Clubs next year for an event in Couhe, interested Clubs to express an interest before the end of October.

1392.3. Allotments

An allotment holder is keeping chickens/cockerels on his allotment, whilst this is allowed under the tenancy terms and conditions there is concern about the size of the chicken coup being very small and that there is an inadequate water supply. In addition, the general condition of the allotment is not in a good state of cultivation. He has been given a short period to address this before being put under notice. It is a borderline case, but needs attention otherwise he would have been put under notice straight away. In respect of the chickens there are guidelines under the Welfare of farmed animals act, which it is recommended should be referred to the Open Spaces Committee for consideration. It is suggested that they draft a policy which takes into account the legislation and other best practice in respect of poultry. This could then be adopted by the Council and annexed to the allotment terms and conditions for each allotment holder who keeps chickens.

It was agreed for the Open Spaces committee to draw up a draft policy in respect of keeping animals on the allotments for the Town Council to consider.

1392.4. Cemetery

a) An enquiry has been received from a lady regarding the grave of her husband buried back in 1964. There is a request for information relating to both this and a further burial of a relative in a double grave space. Advice has been sought in respect of the Freedom of Information Act and the Data Protection Act. The reason being that in both instances exclusive rights of burial were not purchased. This could not happen if the grave space was purchased today, as exclusive rights of burial is now compulsory. The concern is that the Council could either withhold information that should be freely available to the public or that information could be wrongly given out and leave the Council open to challenge by other members of the family. Part of that advice has now been received and on receipt of the remainder of the advice this should allow the request to either be granted or refused. The Council will be notified at the next meeting of the outcome.

b) An incident occurred last month with regards to items being thrown over the wall from Hamonds High School into the Cemetery. These items include large stones, filled bottles of water etc. The Deputy Clerk contacted the school and spoke with the Assistant Head. He was going to bring this issue up in assemblies and duty staff was going to be informed. Unfortunately today our grounds man has reported that he was nearly hit by a flying missile. It is understood that this is a regular occurrence but the concern is that something serious could happen. The Deputy Clerk has been in contact with the school today and it is hoped that we can work together to find a solution.

1392.5. Office

Administration wise the Council are fully aware that we have suffered staff sickness recently with the Deputy Town Clerk being off for a week and the Assistant Town Clerk Rosie followed her two week summer leave, with two weeks off sick and has only returned this week for a few hours each day. It has meant that things have had to be changed and prioritised to keep things ticking over. Tonight's meeting would have been one Clerked by the Deputy Town Clerk with the Assistant Town Clerk taking minutes, this allows the Town Clerk to concentrate on preparing the budget. The Councils patience was requested in

the coming months as the staff have been under pressure for the best part of this year for one reason or another.

1392.6. War Memorial Seat

It was agreed to remove the seat in front of the new memorial to allow the unveiling of the new plaque and for the purposes of filming for the TV series Kingdom. It has been suggested that the seat is now re-located elsewhere, as it would help not having a seat in that particular location for remembrance day etc.

It was agreed with 1 against to position the bench in a different area in the War Memorial vicinity once a licence has been received from Norfolk County Council.

1392.7. Questions on ongoing business for exchange of information only.

a) CCTV Review – This is still ongoing at Breckland. With the alcohol related incidents on London Street the Town Council must do all it can to use this information to get an additional camera located there.

It was agreed for the Town Clerk to reiterate details of the police report to Breckland to try and get a camera on London Street included in the review.

b) The recent visit to Hemmoor was very good and the contingency from Swaffham was made to feel most welcome. The whole idea of twinning is for the whole town to participate which needs to be worked on. The only loyal event has been the civic event which has stayed. We must keep what works and move on from what doesn't. The Twinning must compete in terms of best value for projects that are needed in the town.

1393. PLANNING/DEVELOPMENT CONTROL:

1393.1. Planning Decisions/Information from Breckland Council:-

3PL/2008/1194/F Planning permission granted for a conservatory and two storey extension to dwelling. Vine Cottage, Pleasant Row. Client of Ian J.M. Cable.	3PL/2007/1158/F Planning permission for the erection of conservatory to rear of bungalow. 2 Northfield Road. Mr. M. Blakey.
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1393.2. Planning Applications:-

a) 3PL/2008/1353/F Extension & alts to provide 9 bedrooms & ancillary accomm. C/U of land to SW corner of site from agricultural to C2. Meadow House, Norwich Road. Healthcare Homes Group Ltd. NO OBJECTION	b) 3PL/2008/1359/F Conversion of garage into playroom, erection of first floor bedroom extension. 41 Heathlands. Mr. & Mrs. N. Clements. NO OBJECTION with 1 abstention Cllr Sherwood did not vote on this application.
c) 3PL/2008/1361/CU Use of premises for A2 purposes as a licensed betting office. 44 Market Place. William Hill Organisation Ltd. OBJECTION on the grounds that this is a key A1 site close to the Market Cross and should not be allowed to be changed into A2 or less. It would adversely affect the vitality and versatility of the town centre.	d) SP/Y/3/2008/3012 Formation of temporary access for final phase of approved construction works. Hamonds High School, Brandon Road. NO OBJECTION

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<p>e) 3PL/2008/1376/F Proposed erection of new dwelling and detached double garage. 100 London Street. Mr. David Routledge.</p> <p>NO OBJECTION</p>	

1393.3. Planning correspondence, or notifications of planning enforcement & TPO's.

(a) To receive various e-mailed correspondence objecting to speculation surrounding Swaffham Raceway and a possible introduction of Greyhound Racing. Various letters have been received, but there is nothing to consider in this regard. Phil Daines, Development Services Manager states:

It appears that in 1987 planning permission was given to extend the race track to allow dog racing. The use of the track for dog racing did not need planning permission just the physical changes. The re-introduction of dog racing would not be a planning matter.

Phil Daines | Development Services Manager | Breckland Council

1394. FINANCE:

1394.1. Accounts for Payments for October 2008.

A list of payments were circulated to the Council at the meeting.

The accounts for Payment for October 2008 were unanimously agreed

1394.2. Correspondence with Mrs. L.A. Moran relating to an insurance claim re- damaged headstone at the Cemetery. The latest correspondence with Mrs. Moran has changed the way this is being dealt with. At the Council meeting last month it was agreed to put Mrs. Moran in direct contact with the contractors and let them resolve this between them. Mrs. Moran holds the contractors responsible but holds the Council responsible for employing the contractors. So the claim if it arrives will be dealt with by the Councils insurance company. The insurance company has a copy of all correspondence to date and have been put under notice that a claim might be imminent.

1394.3. A request for Precept Requirement for 2009/2010 by 15th Dec 2008 has been received. This is a notification that the Precept requirement will need to be returned to Breckland Council by 15th December 2008, this fits in with the current budget timetable.

1394.4. A request has been received to plant a tree on Campinglands by Mr. David Bird. This is the second request for a tree to be planted on Campingland by this family. The first was back when Jerome Stockdale was Mayor. A cheque for £100 has been received.

It was unanimously agreed to allow another tree to be planted on the Campingland by Mr David Bird's family.

It was agreed to request more details from Mr Bird relating to the request to place a bench on the Campingland. The Council will then look at a policy for future maintenance.

1394.5. A request has been received to pay for Fakenham Town Band to play on Remembrance Sunday at a total cost £150.00

It was agreed to support a Section 137 grant of £150 to the RBL to cover the cost of the Fakenham Town Band.

1394.6. Draft lease with Cool Cabs for old TIC premises.

The draft lease was circulated to the Finance Committee last week and full Council this week. The Councillors would like a clause put in relating to putting things on the windows etc and a restriction on placing things outside of the premises.

It was agreed in principle subject to the amendments and advice from the Council's solicitor to the draft lease for the old TIC premises.

1394.7. Audit query for 2007 from Audit Commission.

The query from the Audit Commission relates to the Museum. The Council had to give details regarding the management of the Museum, the fact that the Museum is leased by the Council and the relevant powers the Council is relying on for the expenditure. The Town Clerk's response to the Audit Commission lists the various Local Government Acts in detail.

1395. GENERAL CORRESPONDENCE:

1395.1. An acknowledgement from Norfolk Pension Scheme of Employer's Policy Statement has been received and circulated to Councillors. The letter confirms that the new Pension Policy needs to be reviewed on a regular basis. It will be included on the agenda for the annual meeting in May and feature on a Finance & G.P. Committee agenda in March or April each year.

1395.2. A copy of a reply sent to Mr. J. Shirley regarding Gypsy/Traveller Sites has been circulated to Councillors. The Town Clerk answered Mr. Shirley's concerns in respect of this issue and will forward a copy of the minutes of the previous meeting as requested.

1395.3. A letter of thanks from Mrs. J. Andrews regarding keeping her allotment has been circulated to Councillors.

1395.4. A quarterly newsletter from the Standards Board – September 2008 has been circulated to Councillors.

1395.5. A copy of a reply sent to Mr. D. Impey regarding TIC issues with Swaffham Museum has been circulated to Councillors..

1395.6. A copy of an invitation to the Larger Councils meeting on Tues 7th Oct 2008 has been received and circulated to Councillors. This meeting was in the Town Hall on Tuesday. There were presentations on the Planning Portal, an overview of the E-consultation Hub, the District and Parish Viewpoint and finally Participatory Budgeting.

1395.7. A copy of a letter from Lucy Bennett, a member of the Youth Parliament for South West Norfolk has been received and circulated to Councillors as well as a copy of her newsletter. This information has been provided by the young Member of Parliament to help inform Councillors and other young people about the opportunity to learn more about the UK Youth Parliament.

1395.8. A letter from Mrs. J.M. Pattemore regarding the derelict state of buildings in Plowright Place has been circulated to Councillors. A copy of this letter will be passed on to the owners of Plowright Place.

1395.9. A copy of the Norfolk Association of Local Council Norfolk Link – August 2008 has been circulated to Councillors.

1395.10. E-mailed correspondence has been received and circulated to Councillors from NCAPTC regarding Freedom of Information Act 2000 and a new model scheme developed and approved by the Information Commissioner. This needs to be adopted by 31st Dec 2008 and operational by 1st Jan 2009.

It was agreed for Town Clerk to prepare a draft modified publications list based on the new model scheme for either the November or December meeting for approval which will be in time for the adoption deadline of 31st December 2008.

1395.11. A request from has been received and circulated to Councillors from the Breckland Christian Fellowship to use the Buttercross area to sing carols on Saturday 20th December 10.30 – 12 and Wed 24th December 10.30 – 12.

It was agreed to grant permission for the Breckland Christian Fellowship to use the Buttercross area on 20th and 24th December.

1395.12. A request has been received and circulated to Councillors from SCALGA to attend the Norfolk Area meeting of Allotment and Leisure Gardeners at Shouldham Lane Allotments on Saturday 18th October at 10.30am. The Town Clerk has loaned SCALGA chairs and tables from the Town Hall. SCALGA are quite pleased to be able to host this regional meeting in Swaffham. They would like a Council representative to attend the meeting if possible.

It was agreed for Cllr Darby to attend the Norfolk Area meeting of Allotment & Leisure Gardeners Association on behalf of the Council.

1395.13. A consultation paper 'the making & enforcement of bylaws' from the Department for Communities & Local Government which requires a response by the 20th Nov 2008 has been received. This is a lengthy document for the Council to consider to simplify the making of bylaws and to enforce them.

It was agreed to place this item on the November agenda for discussion.

1395.14. A request has been received and circulated to Councillors from the Mid-Norfolk Support Group of The Ghurkha Welfare Trust to have a charity stall at Swaffham Market June/July 2009.

It was agreed to allow the Ghurkha Welfare Trust to have a charity stall on the market in June or July 2009.

1395.15. E-mailed correspondence relating to birthday honours for 2009 from Defra Rural Policy Division has been received and circulated to Councillors.

1396. REPORTS FROM COMMITTEE CHAIRMEN/COUNCILLORS::

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
1396.1 Finance & General Purposes Committee	1 st Oct 08	3 rd Dec 08	The next meeting is for the budget and all Councillors will be summoned to attend the meeting as part of the Committee. Finance Committee recommendations for the full Council to consider.
1396.2 Open Spaces & Amenities Committee	3 rd Sep 08	19 th Nov 08	

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1396.3 Planning	21 st July 08		
1396.4 Recreation Ground Committee	3 rd Sept 08	19 th Nov 08	<p>The new play area has finally been opened to the public after nearly a 2 month delay. The committee are currently looking at dates for the official opening event.</p> <p>The committee's grant bid to WREN is at a crucial stage now. It is one of 30 projects that will be going before the board of directors in December. The directors have £2 million to give to worthy projects throughout England, Ireland and Wales. There are only 2 projects for the whole of Norfolk put through to this stage. The results will be known in either December or January.</p>
1396.5 Town Group	16 th June 08	6 th Nov 08	<p>Cllr Wickerson reported that earlier in the week a meeting took with the Mayor, Town Clerk, and the Project Officer to discuss the launch of the Town Survey which will take place on the 6th November which all Councillors are invited to. The next stage will be the collating of all the sections together to create a draft town plan.</p>
1396.6 Personnel Committee	14 th July 08		
1396.7 Market Committee	29 th Sep 08	26 th Jan 09	<p>A letter has arrived just after the Market Committee meeting regarding advertising the Market in the Swaffham Visitors Guide. The cost will be £120 with the details of the market included in a leaflet and their website. Cllr Sherwood proposed and Cllr Lister seconded not to go ahead with the advertisement.</p> <p>There were 3 votes for, 4 against and 2 abstentions.</p> <p>It was agreed to place the advertisement in the Swaffham Visitors Guide at a cost of £150</p>
1396.8 Youth Council	14 th July 08	20 th Oct 08	<p>The bingo event that took place on the 19th Sept which proved to be very successful. Around 100 people turned up to play bingo. Thanks should go to the Swaffham Lioness Club who gave a grant of £100 for this 1st event. The Youth Council members proved to be very professional. They organised the publicity, prizes, refreshments and worked throughout the evening. Special thanks goes to Cllr Darby who was the bingo caller. Approximately £260 profit was made which will be put to a future event along with £500 donated from Kingdom.</p>

1397. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1397.1. This modified version has been designed to act as a prompt to the representatives on each Community Group, Club, Charity or Agency. If items such as minutes of meetings or important information are to be circulated in the Councillor meeting pack, or a short paragraph as a written report, this must be in the office 10 days before the full Council meeting takes place. Verbal reports given at the meeting would be greatly assisted by a written report.

a) Icen Partnership (Cllrs Darby, Matthews & Lister)

No report given.

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

The new larger notice boards will be put in place on Thursday this week at the front of the building. This will enable some TIC notices to be on show. With our background of researching history and families, we are able to provide a service hitherto not available through the TIC and that is being able to tell the tourist where, if outside Swaffham, the records for the parish they are interested in, are kept. Some churches still retain the BDM registers, while others have deposited theirs with the County Archivist. A few moments on the laptop and we can tell if the relevant records might be found in the parish chest or Norwich. Copies of all are in the Bishop's Transcripts in Norwich, but they are difficult to read.

Visitors wanting to know about their Swaffham heritage have the good fortune to be able to search our own copies of the registers, hand written by a keen supporter. Some may say that is not relevant to the TIC but it is. A great many people come to Swaffham during the year because of their ancestry. As well as Norfolk folk, we have had people from Australia, British Columbia and the USA to name but a few.

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

No report given.

d) Swaffham First School (Cllr Lister)

No report given.

e) Safer Neighbourhood Area Partnership SNAP (Town Clerk)

No report given.

f) Local Area Group LAG (Town Clerk)

The minutes of the last LAG meeting which took place on the 26th August in Dereham were circulated to the Council. The meeting gave CAG updates which included priorities for Dereham and Watton. The next meeting was scheduled for the 30th September in Swaffham.

g) Swaffham Town Estate (Cllrs Butters and Darby)

No report given.

h) Swaffham & District Tourism Association ^{}(proposed Cllr Wickerson)**

It was agreed for Cllr Wickerson to become the representative of the Council for this organisation.
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i) Crime Prevention Panel (Cllr Skinner)

No report given.

j) Olive Tree Project

No report given.

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k) Horticultural Society (Cllr Lister)

No report given.

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

No report given.

m) Garden Science Trust (Cllr Darby)

No report given.

n) Health Forum (Cllr Wade)

Sue MacNeely is the manager of the new Children Centre in Swaffham which is be opened very soon. Initially the children centre received a lot of resistance as people feared it would duplicate things already going on but Sue is very approachable and will make it work. Energy Week will commence on the 20th October with various events going on in the week including walking bus. A guide will be issued very soon by the EDP and there will be events taking place at the EcoTech. Age Concern run a Telly Club which gives telephone support for the over 65's.

o) Breckland CCTV Group (Town Clerk) Cllr Darby?

No report given.

p) Swaffham Community Transport (Cllr Gunner)

No report given.

q) Learning Partnership

No report given.

r) Norfolk Association of Local Councils (Cllr Matthews)

No report given.

1398. BRECKLAND COUNCIL.

1398.1. Notification has been received for the street naming and numbering of the development by Lydney House. Councillors were contacted by telephone for suggestions as the time the notification was received and comments due back by was very slim. The majority of Councillors suggested Lydney Close which one suggestion for Lydney Terrace so Lydney Close was put forward to Breckland.

1398.2. Councillors have been invited to attend a Breckland Council Forum/Open Evening at Richmond Park Golf Club in Watton on Tuesday 14th October 2008 at 7pm. Councillors were requested to inform the office at the Town Hall as soon as possible if they intend going.

1398.3. Breckland Councillor report by Cllr Matthews.

It was reported that the committee are looking at the amount and location of telephone boxes in the district.

1399. NORFOLK COUNTY COUNCIL.

1399.1. A circular letter and copy of poster regarding the transition to Secondary School which details information relating to the new Transition to Secondary School Officer has been received and circulated to Councillors.

1399.2. The financial details of the Boundary Committee's draft proposal for a Unitary Authority has been received and circulated to Councillors.

1399.3. A copy of the concept of Community Partnership Boards in relation to the unitary proposals has been received and circulated to Councillors. The details were requested by

the Boundary Commission from Norfolk County Council. The purpose was to explain how the Community Partnership Boards would relate to Town and Parish Councils.

1399.4. An invitation has been received to an Open Day at Ketteringham Depot of Highways on Tuesday 7th October 2008 which was for yesterday 7th October.

1399.5. Notification of a temporary traffic order affecting (50 metres of) U30015 Whitsands Road – closure could run 13th October – 17th October 2008 has been received and circulated to Councillors.

1399.6. Notification has been received and circulated to Councillors that the scheme of a proposed footway on Watton Road will now not proceed as it is regarded as not being value for money, more than the budget allowances. The cost of the proposed footway was £250,000 and would take 25% of the County budget for walking schemes.

1399.7. An invitation has been received and circulated to Councillors to attend the 'Norfolk Waste Partnership Conference & AGM 2008' on Thursday 23rd October 2008 9.00am – 3.45pm at the John Innes Centre, Colney, Norwich. Councillors were requested to inform the Town Hall if they wish to attend.

1399.8. Information from Mr. Mike Staines relating to the Public access to Shouldham Lane & from the County Council relating to Private Rights of Way enjoyed by Allotment Holders has been received and circulated to Councillors. Mr. Staines was the original applicant to have this right of way registered. He has passed on information relating to private rights of way he has received from County Council. It was also noted that the allotments were in existence before any houses were built.

It was agreed to send a circular letter to all allotment holders with their annual invoice giving details of the private rights of way enjoyed by allotment holders.

1399.9. County Councillor report by Cllr Matthews.

County has been looking at the care for the elderly and have worked out for each town how many places are needed for dementia, care homes etc. Cllr Matthews has specific numbers of what is wanted for Swaffham, for anyone wishing these details to let Cllr Matthews know. It is envisaged that it will take 10-15 years to get this everywhere.

1400. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-

1400.1 Monday 13th October 2008 – **Relief in Need Charity** 7pm at the Town Hall

1400.2 Tuesday 28th October 2008 – **Twinning Liaison** 7pm at the Town Hall.

1400.3 Thursday 6th November 2008 – **Town Group** 5pm at the Town Hall.

1400.4 Wednesday 12th November 2008 – **Full Council** – 6.45pm at the Town Hall.

1401. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1401.1. The Town Clerk gave a confidential report detailing correspondence with Brown & Co regarding the proposed sale of allotment land following a meeting that took place on the 24th September. Brown & Co were given till the 31st October to give a full report to Council relating to questions raised.

TOPICS FROM THE PUBLIC SESSION

Planning – It was requested that the Council consider objecting to the change of use of premises to allow more betting shops in Swaffham.

The issue of encouraging more businesses into Swaffham was raised. The member of the public was encouraged to make an appointment with the Town Clerk to move this forward.