

Swaffham Town Council

Minutes of the Full Council meeting held on Wednesday 12th October 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, Mrs T Jennison, Mrs S Lister, Mrs J Skinner, Mrs A Tigue, Mr D Wickerson.

Town Clerk: Mr R Bishop.
Deputy Town Clerk: Mrs D Turner.
Breckland Councillor: Mr F Sharpe.
Norfolk Councillor: Mrs A Steward.

Police: PC Linda McComish

Public: 4

1959. APOLOGIES & REASONS FOR ABSENCE.

1959.1 Cllr A Head – Conference.
1959.2 Cllr I Sherwood – Prior personal commitment.
1959.3 Cllr P Wade – School Curriculum Meeting.

1960. DECLARATIONS OF INTEREST.

1960.1 There were no declarations of interest.

The meeting was adjourned at 6.45 p.m. for public participation, see Appendix 1.

The meeting reconvened at 6.47 p.m.

1961. REPORTS: police, principal authority etc

1961.1 PC Linda McComish reported on the new non-emergency telephone number '101' for the Police. The previous 0845 number is replaced with '101' and as always '999' remains the telephone number for all emergencies.

1961.2 With regards to the vehicle nuisance within the town a vehicle has now been seized under section 59.

1961.3 The Crime Figures for the past month were 54, which was considerably lower than the same period for last year which was 76.

1962. COUNTY COUNCILLOR report from Cllr Ann Steward.

1962.1 Cllr Ann Steward reported on the concessionary bus scheme in Norfolk and its impact on the survival of many subsidised bus routes within the rural community. As government funding is being reduced the support from MP's is greatly received. Public support can be shown by signing the petition online on the NCC Website or signing paper petitions in libraries and at the bus station.

1962.2 Rural based employment support charity 'Kickstart Norfolk' based in Dereham has received an award for 'Regeneration Rural Communities'. Kickstart Norfolk scheme offers help to individuals who need transport to get to work if they lack private transport and suffer from poor public transport.

1963. BRECKLAND COUNCILLOR report from Cllr. S Matthews, Cllr. I Sherwood & Mr F Sharpe.

1963.1 Cllr F Sharpe reported on the 2011 Breckland Photography Competition where TV presenter Chris Packham was one of the judges. There were over 100 entries and the overall winner was Jim Mortram from Yaxham. Other winners were from Attleborough, Watton and Dereham. Each winner received £100.00 in prize money. All the winning photographs were exhibited in Swaffham from 17th until 22nd October 2011.

1963.2 Voters registration forms will soon be delivered to residents throughout Breckland and to ensure your vote is heard these forms must be returned as soon as possible. Breckland Council's electoral registration team will be offering support to residents in Swaffham on 29th October 2011.

1963.3 Breckland Youth Council have received over forty applications from local youngsters keen to take part in local democracy. Breckland Council Young Peoples Champion will read through each application before taking a

vote over who will be invited to attend an informal interview. Following the interview process the present youth council members will vote for the final number and co-opt the new members in. An evening reception to welcome new members is planned for 3rd November at the EcoTech Centre Swaffham.

1963.4 Breckland Council is in partnership with Norfolk Dance to offer three new dance classes in the district: Litcham will host Contemporary Dance for over 16's and Contemporary Dance for 11-16 year olds and Thetford will host the Hip-Hop Dance sessions.

1963.5 Breckland Council has been awarded the 'Gold Footprint' which is the highest level award in the RSPCA's Community Animal Welfare Footprint (CAWF) Scheme. The scheme was set up to recognise and celebrate good practice in the public sector, being assessed over a number of areas that impact on animal welfare.

1963.6 Breckland Council's Food and Health & Safety Team oversee over 1300 food premises and provide food safety training to local businesses to ensure excellent food hygiene practices and to reduce complaints and improve standards. The training is suitable for the induction of new employees and those who may require a refresher course.

1963.7 Cllr S Matthews reported on the 'Older Peoples Forum' run by Breckland Council as they offer support for older people and their welfare.

1964. MAYORS' REPORT

1964.1 Civic Events attended by the Mayor over the past month:

15th September - Sacred Heart, Holy Mass - Swaffham.

17th September - Sacred Heart, Hog Roast - Swaffham.

18th September - Memorial Service - Dereham.

9th October - Evensong, St Margaret's Church - Kings Lynn.

County Councillor Ann Steward left the meeting at 7.15pm

1965. MINUTES:

1965.1 There was one amendment to the minutes of Wednesday 14th September 2011 Full Council on item 1950.8. which should read The Breckland Book Festival, amendment agreed by Full Council and the minutes were then agreed by the Council and signed as a true record by the Chairman.

1966. Report from the TOWN HALL by the Town Clerk including:-

1966.1 A brief report was given by the Town Clerk on the benefits of using '@swaffhamclerk' Twitter in the first 3 months. The Clerk quoted from an article on the internet 7 good reasons to be on Twitter and this had been circulated to the Council. The trial period was set up to take place in the Town Clerk's own time. The Town Clerk recommended that the Twitter account continued indefinitely and a protocol be written for use of social media. All Councillors agreed that the benefits of the social media Twitter were apparent and it was proposed by Cllr T Jennison, seconded by Cllr M Edwards for the Clerk to continue with Twitter and to draft a social media protocol.

It was unanimously agreed to permit the Clerk to continue with Twitter and to draft a protocol for the use of social media.

1966.2 Registration of land with land registry - review of previous Council decision.

Extract of Minutes for full Council held on 11th November 2009:

1589.4 It was reported an adverse possession claim could be made to the Land Registry for 'The Shambles' and voluntary registration of all land and property owned by the Town council with the Land Registry.

The Town Clerk and the Mayor attended a Larger Councils training event at Cringleford near Norwich recently. There was a presentation by the Land Registry and a great deal of information has been collected for future reference. The presentation centred on the voluntary registration of land and property owned by local councils and in particular by Town & Parish Councils. The vast majority of Council land and property is not registered and therefore the Council are reliant on copies of old deeds etc. Voluntary registration of all Council land and property would cost in the region of £400 which is less than half the cost of a fireproof cabinet that would protect the deeds for an extra half an hour. The registration would make information available on-line at the Land Registry, thus give greater protection to these important documents.

In the case of 'The Shambles' an adverse possession claim for ownership appears to be the only way of resolving this long standing issue. This would be done with the assistance of Breckland Council who could by the use of statutory declarations add evidence to the Town Council's claim. With the ownership would come the responsibility of maintenance and management of this area. Following a discussion Cllr T Jennison proposed

and Cllr. C Gunner seconded to make an adverse possession claim to the Land Registry for the Shambles, and to register all other Town Council Land and Property.

It was unanimously agreed to make an adverse possession claim to the Land Registry for the Shambles.

It was unanimously agreed to register all other Town Council Land and Property with the Land Registry.

The previous Council made a decision in October 2009 to register all of the Town Council land with the Land Registry, to date time has not allowed this registration to happen. Included in this decision was the intention to register 'The Shambles' in the Town Council's ownership by adverse possession with the help of Breckland Council who would have to provide evidence to support the Council's registration. The purpose of the registration was to clarify a long standing issue of ownership by taking responsibility for this area. With this responsibility would come the matter of expenditure to bring this up to a good state of repair. A 'shambles' project would be regarded as a capital project, similarly registration of all our land and buildings would be a capital project. It was recommended in principle to proceed with both aspects of the registration, but not before the whole process is fully costed out in terms of fees involved and estimated staff time. Part of this would be to properly assess where/how/if the Councillors can effectively reduce the man hours involved.

All councillors unanimously agreed to re-affirm the decision made in October 2009.

1966.3 The Town Clerk recommended to hold an open house event at the Town Hall on Saturday 10th December 10am - 12noon to allow the public access to the Town Hall offices. This would offer many members of our local community the opportunity to discuss the Town Council Budget. Councillors would be invited to participate by being on hand to answer any questions the public may have. The purpose of the event is to demonstrate OPEN governance.

It was unanimously agreed to hold an 'open house event' within the Town Hall on December 10th 2011 from 10am til 12noon to allow members of the public the opportunity of asking questions relating to the budget.

1966.4 A discussion took place into the need to distribute copies of all correspondence which is for information only as on some items they are not expected to make a decision. These are distributed on yellow paper as part of the Councillors agenda pack. It was thought that a saving on photocopies and staff time could be made if this was not done. This has to be counterbalanced against taking up staff time for those Councillors who do wish to read the correspondence or dealing with questions which Councillors cannot answer from members of the public and then refer them to the office or query within the office. The actual saving is in the cost of photocopying. If Councillors agree to not have the current yellow pages distributed to every Councillor there will only be one copy of the correspondence available at each meeting, this will subsequently held on file at the Town Hall for 12 months. For ease of reference all correspondence of this type would be listed in the same place on the agenda, it would not be given as a précis in the meeting report. The papers distributed would be the agenda of the forthcoming meeting, the minutes of the last meeting and copies of correspondence and relevant information to assist the Council in their decision making.

It was unanimously agreed not to photocopy all correspondence which is for information only and to simply offer this in a list format.

1966.5 To receive a brief update regarding general administration.

The October report in bullet form since the September full Council meeting:-

- Attendance of SLCC Regional Conference at Norwich on Sept 14th
- Meeting with Chris Elder, Market Committee Chairman & Deputy Town Clerk re-Farmers' Market licence on 19th Sept
- Meeting with County Councillor Ann Steward 19th Sept
- Site meeting at the Churchyard with PCC member Melvyn Gay 21st Sept
- Budget Working Group 21st Sept
- Meeting with Chris Elder/Market Working Group to resolve Farmers Market licence 26th Sept
- Recreation Ground Committee 26th Sept
- Chaired SLCC Norfolk Branch meeting at Old Catton (own time & expense)
- 5 Meetings with Councillors 29th Sept, 3rd, 4th & 10th Oct
- 3 Meetings with Mayor & Deputy Mayor 23rd & 30th Sept, 10th Oct
- Meeting with Paul Groom Highway Engineer 4th Oct
- Meeting with Sally Palmer, Lewis Hanrahan & Sophie Willis Youth Council re- Youth Forum 5th Oct
- Budget Workshop 5th October
- Meeting with Tim Stephens from Aviva our insurers (buildings inspection) 6th Oct

- ASAG Officers & Chairs meeting 7th Oct
- Meeting with ASAG Officer Kate Francis on 10th Oct
- Meeting with Anthony Wright & Paul Durrant Breckland Council regarding car parking arrangements 11th Oct
- Accounts reconciled and balanced for the 2nd quarter
- Budget preparatory work on-going
- Estimates for grounds maintenance, tree maintenance, waste collection sought & received
- Estimates for Town Clock and Christmas lights information sent out & replies currently awaited
- Big Lottery end of term report completed for Community Orchard grant
- Insurance claim made initially by telephone, two quotes received and details sent off to insurance company for vandalism at Skate park
- A further claim by a member of the public who has fallen over in the town centre passed to us by Breckland via County Council has following an inspection been passed back to Breckland and subsequently Highways as it is believe this is on Highway land.
- Providing information to Norfolk Pension Fund in respect of former employees over a period of the past three years but crossing for tax years.
- Updated Norfolk Pension Fund records for staffing issues to the website portal

1967. PLANNING/DEVELOPMENT CONTROL:

1967.1 Decisions/Information from Breckland Council:-

3PL/2011/0724/F - Planning Permission granted - Single storey domestic extension. Mr & Mrs Fylyma, 8 Longfields.	3PL/2011/0742/F - Planning Permission granted - Minor material amendment to PP 3PL/2009/0920/F - to move back garage on plot 54 to allow larger parking area. Abel Homes Ltd, The Hatchery Castle Acre Road.
3PL/2011/0785/O - Refusal of planning permission - Proposed new dwelling adjacent 75 The Oaklands. Miss A Gilding, 75 The Oaklands.	3PL/2011/0821/F - Refusal of planning permission - installation of three small scale wind generator (14.97m to hub, 5.5m diameter blades). Evergreen Farm, South Pickenham Road. Easy Pigs Ltd.
3PL/2011/0749/A - Refusal of consent to display advertisements for non-illuminated hoarding (Retrospective). 1 Enterprise House, Lynn Road. Mr. Serzah.	3PL/2011/0825/O (& amendment) - Outline planning permission granted for proposed detached single storey dwelling. 11 New Sporle Road. Ms Melody Fisher.

1967.2 Planning applications:-

Cllr Paul Darby reported on the following applications:-

3PL/2011/1039/F - Ground Mounted Solar thermal panel with a maximum height of 2.2m, 7.2m in length. Ecotech centre, Turbine way. Ecotricity (Next Generation) Ltd. No Objections.	3PL/2011/1051/F Install a double bay cricket practice facility (synthetic surface on hardcore base & 18m cage with netting) - Swaffham Cricket Club, Myers Playing Field, Shoemakers Lane. No Objections.
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1967.3 Late application received at the Mayor's discretion.

3PL/2011/1036/F - Proposed rear extension, new dormer & roof lights, new porch and demolish garage (re-submission) Objection (see below).	
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Discussion took place regarding planning application **3PL/2011/1036/F** - rear extension, new dormer & roof lights, new porch and demolish garage (re-submission). After much discussion councillors felt that this application should be objected to for the following reasons:

- Increased activity at an access very close to a pelican crossing making the access more dangerous,
- Over-development of the dwelling makes this multi-occupancy dwelling bordering on commercial use as a small hotel or hostel or guest house. The question should be asked of the applicant is this a residential development?
- There are unresolved drainage problems on the site which would need to be dealt with,
- Parking may be a problem if the number of residents is actually known and then this should be taken into account. At present there is insufficient information in this regard,
- This application has been revised but it is difficult to see where there is any significant improvements made that warrant permission to be granted. The approach appears to be one of trying to wear down the planning authority, not to make an appropriate amendment that would be in proportion with the surrounding area.

It was unanimously agreed to contact Breckland District Council to object to the planning application 3PL/2011/1036/F on the grounds listed above.

1968. FINANCE:

1968.1 A list of Accounts for payments for October 2011 has been circulated to the Council at the meeting.

The Accounts for payments for October 2011 were agreed.

1968.2 The Council considered an appeal by the CAB to make a contribution under section 137.

Following discussion regarding the need to reduce expenditure it was agreed not to make a contribution this year.

It was unanimously agreed not to make a contribution to the CAB this year due to the lack of available council funds.

1968.3 The estimated costs from contractors for the care of our trees varies as there is a difference of opinion on what work needs to be carried out around the town. It has been reported that there is no immediate or urgent work required; this includes a branch overhanging Mrs. Darby's house adjacent to Campingland. The cost of removing the branch is approximately £100. The Town Clerk has written to Mrs. Darby to inform her of the situation. Following a discussion it was suggested for the council not to pay to have the offending branch cut down but Mrs Darby could pay for the removal of the branch herself.

It was agreed to write to Mrs Darby to notify her of the cost of the removal of the branch and whether she would be willing to pay for its removal.

1968.4 The notification of an increase in photocopy costs had been disputed by the Town Clerk requesting that EBS review their decision to make an increase so soon after the upgrade of machine in March this year. A response has been received which confirms there will be no increase now until the anniversary of the upgrade.

It was agreed to reduce the number of paper copies 'for information only' that is handed out to councillors for all meetings.

1968.5 Notification of Village SOS funding - deadline 20th Oct 2011 for Towns or Villages of less than 3,000 population which excludes Swaffham.

1968.6 Correspondence relating to two invoices disputed with Anglia Computer Services had been circulated to the Council for consideration. The invoices were disputed as it was felt that the call out fee and parts should have been included as part of the new server installation. In total including VAT the invoices come to £69.98. After a brief discussion it was proposed by Cllr D Wickerson and seconded by Cllr P Darby to allow the Town Clerk to continue with the dispute and to use his discretion on whether or not to pay the two invoices after further discussion with Anglia Computer Services.

It was unanimously agreed to allow the Town Clerk to use his discretion whether or not to pay the two disputed invoices.

1969. GENERAL CORRESPONDENCE:

1969.1 a) The Fifteenth monthly report from Elizabeth Truss MP was circulated to all councillors for information only. The latest report from our MP gives details on the next Swaffham surgery 4pm - 6pm on 11th November 2011.

1969.1 b) Notification received of Royal British Legion Remembrance Service on Thursday November 10th at 7.30pm at St. Peter and St. Paul Church.

1969.2 Correspondence with Elizabeth Truss MP regarding a request from a disabled young person in Swaffham who has no Youth Club that caters for her needs.

The Town Clerk passed a copy of this correspondence on to Icen Youth Worker Sally Palmer who confirmed that there is no reason for this young lady to feel excluded, she can be part of any of the activities currently on offer at the Community Centre. Sally will contact her and inform both Elizabeth Truss MP and the Town Clerk of the outcome.

1969.3 Correspondence with Mr. & Mrs. Lester regarding Cemetery grass clearing and general tidiness of the Ashes Garden.

This is one of a number of complaints received during the cutting season relating the Cemetery, which reverted to using contractors instead of staff this year. The contractor is completing work according to his contract to cut the grass, however as a consequence of the grass cutting the debris left around the memorials is not acceptable. The debris was immediately cleared up by our outside staff. The contracting/staff issue is ongoing as part of budget discussions.

1969.4 2013 Review of Parliamentary Constituencies in England consultation period to 5th December 2011. A circular letter gave details of the current review of parliamentary constituencies with the full document available from the places of deposit in each constituency on-line from the following website:-

www.independent.gov.uk/boundarycommissionforengland

The letter asked for the assistance of the Council in helping to communicate the publication of the proposals at any meetings held by the Council or on public notice boards, so that as many people as possible use this opportunity to have their say on the design of the new constituencies. It was requested that the name should change from Thetford and Swaffham to South West Norfolk, it was also suggested that there was not enough information to allow a full consultation to go ahead.

It was agreed for the Town Clerk to put forward the requested name change to South West Norfolk.

1970. COMMITTEE reports: (by Chair/Lead Member or Officer)

1970.1 COMMITTEES - Lead Officer – Town Clerk (under review)

1970.1 a) FINANCE & GENERAL PURPOSES Committee (Last meeting 7th Sept – next meeting 26th Oct.)

The Budget workshops have briefly debated the three Budget Strategies distributed recently to the Council. The financial strategy will set out how this years budget will be put together and set the tone for the subsequent three years that follow. It is therefore recommended that to assist with the next stage of the budget that all Councillors are invited to attend and participate in the debate relating to the strategy at the next Finance Committee meeting on 26th October and should therefore be allowed to vote.

It was unanimously agreed to invite all councillors to attend, debate and vote during the next Finance Committee Meeting to be held on 26th October.

The Audit for 2010/11 is complete with the papers being returned by Mazars Ltd on 11th October 2011 and will feature on the agenda in November. A full report will be given to the Finance Committee on 26th October and any issues that may affect the budget will be taken into account.

1970.1 b) PLANNING Committee (Last meeting 10th Aug – next meeting t.b.a)

1970.1 c) PERSONNEL Committee (Last meeting 5th Sept – next meeting t.b.a.)

1970.2 COMMITTEES - Lead Officer – Deputy Town Clerk (under review)

1970.2 a) RECREATION GROUND Committee (Last meeting 26th Sept – next meeting 19th Oct.)

The recent spate of vandalism at the Skate park is being dealt with. The insurance company confirmed that a claim can be made and two estimates have been submitted for their consideration, we currently await approval so that a contractor can be instructed. The Town Clerk was interviewed on Radio Norfolk recently highlighting the damage. There will be a report in the Swaffham Newsletter as the message needs to go out that deliberate vandalism does not always mean that the facilities will automatically be replaced like for like and in some cases not at all.

1970.2 b) MARKET Committee (Last meeting 5th September – next meeting 21st November)

The issue of a licence to Chris Elder at CCFM Ltd has been resolved following two meetings. The first on 19th September with the Chairman of the Market Committee, Town Clerk, Deputy Town Clerk and Chris Elder. The second on 26th September with those attending the first meeting being joined by the Mayor, Market Trader Mr. K. McAllister, Cllr S. Bell and Cllr D. Wickerson. The detail of the temporary licence has been agreed by the Working Group and a rent free period will begin with the launch this coming Sunday 16th September, then twice monthly through to the second farmers' Market held in February 2012. The permanent licence would need to be in place by the end of March 2012.

1970.2 c) YOUTH COUNCIL (Last meeting 9th May – next meeting t.b.a.)

The Town Clerk met with Sally Palmer, Sophie Willis and Lewis Hanrahan regarding the Youth Council budget for next year. There will be a full report coming to the Council shortly as this is currently in draft form (a copy is with the Town Clerk) and is due to be finalised next week. The report gives more detail of the concept of the Youth Forum and how the volunteer base is currently working with the paid Youth Workers as co-ordinator.

1970.3 WORKING GROUPS - Lead Officer – Town Clerk

1970.3 a) Budget Working Group (Last meeting 5th Oct - next meeting t.b.a.)

The turnout at Budget Workshop meetings had been disappointing and very time consuming having to keep those not present up to date.

1970.3 b) Toilet Working Group (11th July for the Group and extraordinary Council meeting on 18th July)

The Town Clerk recommended to remove this item from the agenda from next month.

It was unanimously agreed to remove this item from future agenda's.

1970.3 c) Market Traditions Working Group (Final meeting held on 6th June)

This will be removed from the agenda from next month as any outstanding items are now to be dealt with by the Market Committee.

It was unanimously agreed to remove this item from future agenda's.

1970.3 d) Twining Liaison (Last meeting 28th Mar)

1971. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

1971.1 Icen Partnership (Cllr Darby with Cllr Skinner as substitute)

It was agreed for Cllr J Skinner to replace Cllr P Darby as the Council's representative on Icen Partnership.

1971.2 Icen Partnership Buildings Management: (Cllrs Darby, Lister, & Skinner) - No report.

1971.3 Advance Swaffham Action Group (Cllr Gunner, Cllr. A Tigue with Cllr Darby as substitute)

1971.4 Swaffham Museum Ltd (Cllr Tigue) Cllr Tigue reported that the Museum shop is doing very well, the T.I.C. is working very well and the Friends of the Museum are planning a charity event.

1971.5 Relief in Need Charity (Cllrs Darby, Gunner & Skinner + Mayor & Deputy Mayor)

1971.6 Swaffham Town Estate (Cllrs Darby and Edwards) - No report.

1971.7 Swaffham & District Tourism Association (Cllr Wickerson) - No report.

1971.8 Swimming Pool Association (Cllr Wade with Cllr Gunner as substitute) - No report.

1971.9 Garden Science Trust (Cllr Wade) - No report.

1971.10 Health Forum (Cllrs Wade and Jennison) - No report.

1971.11 Breckland CCTV Group (Cllr Tigue) - No report.

1971.12 Swaffham Community Transport (Cllr Gunner) No report.

1971.13 Norfolk Association of Local Councils (Cllr Matthews) - No report.

1971.14 SCALGA (Cllr Edwards) - No report.

1971.15 Swaffham in Bloom - No report.

1972. Community Group, Club, Charity, Society or Agency reports.

1972.1 The latest report from Advance Swaffham Action Group (ASAG) had been distributed to the Council. Cllr D Wickerson attended a meeting with NCC regarding sustainable transport and that there is the possibility for funding. The Project Officer, Kate Francis was congratulated for all her hard work to date.

1973. BRECKLAND COUNCIL.

N.B. The following listed item has not been circulated but is available at the Town Hall should any Councillor require a copy or wish to read the document:

1973.1 To record receipt of the information regarding changes to Car Parking enforcement.

1973.2 Street names trial & list submitted to Breckland Council.

Former Councillor David Butters has corrected the spelling of his previous e-mail as the additional name he wished to add was '**Surridge**' who are the world famous cricket bat manufacturers. David goes on to say that they also owned the meadow upon which Spinners Close is built.

A list of names and reasons why they had been put forward had been circulated to the Council for consideration and/or amendment. The list was forwarded to Breckland Council as part of the trial agreed last month.

1973.3 Breckland Jubilee Woods Project - deadline for applications is 11th November 2011.

The Jubilee Woods Project, organised by the Woodland Trust, would like to see hundreds of new woods created across the country and the project is providing hundreds of free trees to groups for them to plant. To support the project Breckland Council is keen to see a Jubilee woodland created here in Breckland; they will support the successful project by preparing the ground to plant the trees and helping out with tree planting on the day. The Town Council are asked to encourage Community Groups of landowners who fit the criteria to complete and send in the application form by 11th November.

1974. NORFOLK COUNTY COUNCIL.

N.B. The following listed item has not been circulated but is available at the Town Hall should any Councillor require a copy or wish to read the document:

1974.1 To record receipt of the reply to Mr. P. Hudson. from Highway Engineer Paul Groom regarding speeding solutions in Cley Road. The standard response had been sent to Mr. Hudson who wrote previously regarding speeding in Cley Road regarding lack of funding and not being of a high priority etc

1974.2 'Delivering local highway improvements in partnership with Town & Parish Councils' and the possibility of submitting a bid for funding as part of next year's 2012/13 highway improvement budget.

It was recommended that a copy of this letter is sent to Kate Gordon and her ASAG Transport Group for consideration. This would be with a view to putting it back on the agenda for before the 20th January deadline. In recent discussions with Highway Engineer Paul Groom he indicated that if the Town Council has a project they wish to put forward for funding out of this £100,000 pot (providing they put up the 50% match funding) he would help the Council with putting together their bid. The implementation of successful projects would be in 2012/13.

It was agreed for the Town Clerk to involve the ASAG Transport Group in submitting a bid for funding, with the assistance of Highway's Engineer Paul Groom.

It was agreed to include the bid for funding on November's Full Council Agenda.

1974.3 NCC consultation event on 2nd November 2011 from 6.30pm - 8.30pm at the EcoTech Centre in Swaffham. The consultation event is for the public to give their views on the role and value of small schools within their community.

1975. DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

- 1975.1 Advance Swaffham Action Group (ASAG) – Tuesday 18th October 2011 6pm – Council Chamber.
- 1975.2 Recreation Ground Committee – Wednesday 19th October 2011 6pm – Council Chamber.
- 1975.3 Finance & G.P. – Wednesday 26th October 2011 7pm – Council Chamber.
- 1975.4 Full Council – Wednesday 9th November 2011 6.45pm – Council Chamber.
- 1975.5 Relief in Need Charity - Monday 14th November 2011 - Council Chamber.
- 1975.6 Market Committee - Monday 21st November 2011 - Council Chamber.

The meeting was adjourned at 8.35pm.

The meeting re-convened at 8.37pm.

1976. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

1976.1 a) Councillors discussed revising the protocol for Honorary Citizen and after much discussion they agreed to continue with Honorary Citizen Criteria numbers 1, 3 and 6 as they are currently worded. For criteria number 2 Cllr S Lister proposed, seconded by Cllr P Darby to reduce the residency from 25 years to 15 years. Councillors unanimously agreed to the re-wording of criteria number 5 as follows:

- 5. At least 9 members of the Full Council must be present at a meeting and agree to the proposed Honorary Citizen nomination.

It was agreed to the above amendments for the Honorary Citizen Criteria.

1976.1 b) Councillors discussed how the presentation of Honorary Citizen will be made to RAF Marham as it will have to coincide within their current schedule of duties. It was proposed in principle to commemorate the Honorary Citizen award by holding a church service.

It was agreed in principle with 7 votes for and 3 against to commemorate RAF Marham's Honorary Citizen award by holding a church service in their honour.

1976.2. A recommendation by the Town Clerk was put forward to councillors to award the staff a 1% pay increase for 2012/13.

Councillors decided not to vote on this item as they had insufficient information.

Meeting closed 9.31 p.m.

Chairman

Public Participation - Appendix 1.

Mr Wright raised concern relating to the planning application **3PL/2011/1036/F** - Proposed rear extension, new dormer & rooflights, new porch and demolish garage (re-submission). Mr Wright is concerned as he felt that this revised application would be so large that the property would become a multi-occupancy home, and would be open to numerous people living within.

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