

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 10<sup>th</sup> October 2007 at 6.45p.m. in the Assembly Rooms, Swaffham.

Present: Mayor Cllr S. Matthews

Councillors: - Mr D. Butters, Mr P. Darby, Mr C. Gunner,  
Mr D. Harman, Mrs T. Jennison, Mr F. Sharpe,  
Mrs J. Skinner, Mrs P. Wade, Mr D. Wickerson.

Deputy Town Clerk: - Mrs M Meyrick  
Assistant Town Clerk: - Mrs R Noble

Public: 12

**1218. APOLOGIES & REASONS FOR ABSENCE.**

- 1218.1. Cllr Ian Sherwood, Work commitments
- 1218.2. Cllr Carol Baker, Holiday
- 1218.3. Cllr Sheila Lister, Holiday
- 1218.4. PCSO Paul Frostwick

**1219. DECLARATIONS OF INTEREST – for items included on the Agenda.**

- 1219.1. Cllr. D Harman Letter E Heritage8.2 13.3

**THE MEETING WAS ADJOURNED AT 6.50p.m.**  
**THE MEETING WAS RECONVENED AT 6.51 p.m.**  
There was no public participation.

**1220. MAYORS' REPORT**

1220.1. Civic Events attended by the Mayor in the past month.

14 <sup>th</sup> September	Mayors Reception
16 <sup>th</sup> September	Battle of Britain Service in Thetford
20 <sup>th</sup> September	EDP Pride of the Year Award
21 <sup>st</sup> September	Hospital League of Friends
22 <sup>nd</sup> September	Library Presentation Readers Certificates
26 <sup>th</sup> September	AGM & Presentation of Prizes to ATC

1220.2. Cllr Frank Sharpe gave notice of his resignation as Deputy Mayor at the last meeting. Nominations were requested for the post of Deputy Mayor, Cllr. J Skinner proposed and Cllr. F Sharpe seconded for Cllr. David Butters to fill the post of Deputy Mayor.

**It was unanimously agreed for Cllr. David Butters to fill the post of Deputy Mayor.**

Cllr. D Butters thanked the Council for voting for him and said it was a great honour and he would do his best to support the Mayor.

1220.3. A request has been received from Wayland Radio to bring a vintage Double Decker Bus into the Market Place to publicise the Radio Station and distribute leaflets on Saturday 20<sup>th</sup> October, free of charge. The Market Superintendent has requested that the bus be in position early that morning by 6a.m.

**It was unanimously agreed for Wayland Radio to bring a vintage Double Decker Bus into the Market Place to publicise the Radio Station and distribute leaflets on Saturday 20<sup>th</sup> October, free of charge.**

**1221. POLICE REPORT – PCSO Paul Frostwick is unable to attend this evening.**

1221.1. He has sent a brief report to say that there are now two new members on the team, PC Dave Johnson and PCSO Michelle Thurlow. This enables the team to give better coverage and more attention to Swaffham and the surrounding parishes.

**1222. MINUTES**

1222.1 The Minutes of Wednesday 12<sup>th</sup> September 2007, amendment, page 657 attendance list, Cllr. F Sharpe and Cllr. J Skinner should be listed as being present. Subject to this amendment the minutes were agreed and signed as a true record by the Chairman.

1222.2. Concern was raised relating to Councillor comments not being recorded in the Minutes. The Deputy Clerk responded stating it was difficult to draw the line as to what to include in the minutes, the minutes of the last set of minutes were 18 pages long. Comments were generalised on but decisions are recorded in full. The Deputy Clerk informed Councillors if they wanted a specific item recorded in the Minutes to inform the Clerk at the time.

1222.3. The Deputy Town Clerk gave a progress report of the Swimming Pool Land Purchase. She stated the Town Clerk received an e-mail yesterday confirming that the drafting of the deed of easement has been finalised and Landmatch are now awaiting a final plan from Breckland to attach to the Deed. Thereafter it is believed that it is then a case of signing and completing. It is expected that contracts will be exchanged by mid-November.

1222.4. It was reported notification has just been received from Germany that the Twinning Civic visit to Hemmoor next year will be from 12<sup>th</sup> to 14<sup>th</sup> September.

1222.5. The Deputy Clerk gave a brief report on the allotments. Contractors have been issued instructions to complete the clearance of rubbish, to level and prepare vacant allotments for cultivation; to also complete the fencing and spreading of manure, and finally then the numbering of each plot. The Town Clerk has invited representatives of SCALGA to a site meeting at both Tumbler Hill and Shoemakers Lane to monitor the progress made. This would be in week commencing 22<sup>nd</sup> October, to enable any adjustments or additional work to be carried out prior to the deadline set by Government Office East in early November. In addition estimates are being prepared for maintaining the allotments to their enhanced condition, these will be considered by the Council in the budget this year in December.

A question was asked whether GO-EAST visit the allotment sites, the Deputy Town Clerk stated at this point this is not known. All they have asked for is evidence to be provided and sent to them of work carried out.

1222.6. The new Town Guide has been delivered and is available at the Town Hall and TIC, Councillors were asked if they knew of any other distribution points to let the staff at the Town Hall know.

**1223. PLANNING/DEVELOPMENT CONTROL:**

**1223.1. Decisions/Information from Breckland Council:-**

<p>3PL/2007/1192/A Consent to display advertisements granted for externally illuminated shop sign and projecting sign. Boots, Market Place</p>	<p>3PL/2007/1253/F Planning permission granted for front and rear extensions. 1 Longfields. Mrs. M.A. Crossley.</p>
<p>3PL/2007/ 1738/F – Letter received relating to The Paddocks explaining why the application was granted, as this differed to the Town Council who objected.</p>	

**1223.2. Planning applications:-**

<p><b>a) 3PL/2007/1463/F</b> Conservatory to rear and side of property. 35 Brancaster Way. Mr. Richard Cornhill. <b>NO OBJECTIONS</b></p>	<p><b>b) 3PL/2007/1372/CU</b> Change of use from shop to domestic two bed flat. 4 Castleacre Road. Mrs. M. Timmins. <b>NO OBJECTION – Comment, there is one Fire Exit</b></p>
<p><b>c) 3PL/2007/1379/F</b> Revisions to PP ref. no 3PL/2006/1328 relocation of double garage. Purbeck House. Mr. &amp; Mrs. Aynsley. <b>NO OBJECTIONS</b></p>	<p><b>d) 3PL/2007/1480/LB</b> Conversion of barn to dwelling (revised design – re-submission. Unit 1, Wood Farm, North Pickenham Road. Miss. M. Taylor <b>NO OBJECTION</b></p>
<p><b>e) 3PL/2007/1517/O</b> One dwelling and garage. Land adjacent 1 Low Road. Mr. M. Smith. <b>NO OBJECTION</b></p>	<p><b>f) 3PL/2007/1380/F</b> Wooden cladding to part of front and side elevations. 9 Pit Lane. Mr. &amp; Mrs. Bryce. <b>NO OBJECTION</b></p>
<p><b>g) 3PL/2007/1436/H</b> Full application for 135 dwellings, access and associated works and outline for residential development and associated works. Land to the East of Brandon Road. Gladedale. <b>This application was the subject of a Planning Committee meeting on 1<sup>st</sup> October. It was decided to request a meeting with the applicant and their agent in order to discuss design details and other aspects of concern relating to transport links, parking etc. This meeting has been arranged for Thursday 1<sup>st</sup> November at 6.30pm at the Town Hall.</b></p> <p><b>N.B. This is not a meeting that is open to the public and press. The purpose is to discuss with the developer issues of concern prior to the full Council meeting in November. The Town Council comments relating to the plan will be finalised at the meeting on 14<sup>th</sup> November.</b></p>	<p><b>h) 3PL/2007/1561/A</b> 1 x illuminated fascia sign &amp; 1 projecting sign. 69 Market Place. Barclays Bank Plc. <b>OBJECTION - on the grounds that projecting internally illuminated signs are against Breckland policy in a conservation area</b></p>

**i) 3PL/2007/1549/O** Erection of single storey dwelling. 45 Watton Road (land rear of 8 Oaks Drive). Oakwood Property Service. **NO OBJECTION**

**k) 3PL/2007/1577/F** Proposed alterations & extension. 42 Mill Farm Nurseries. Mr. & Mrs. B. Reynolds. **NO OBJECTION**

1223.3. Notifications of planning enforcement & TPO's.

Enforcement Action – correspondence received relating to signage at McColls.

**1224. FINANCE:**

1224.1 The Accounts for Payments for October 2007 were approved.

A suggestion was made for the Accounts for Payments to be sent out with the meeting pack to all Councillors.

**It was unanimously agreed for the Accounts for Payments to be sent out with the meeting pack to all Councillors.**

1224.2 A letter was circulated to all Councillors from Mr. E. Heritage of the Royal Naval Association regarding possible addition to the War Memorial. The Royal Naval Association will be obtaining estimates to be considered for the addition of some wording on the War Memorial as discussed at the last meeting. The Council are currently awaiting a response from the Royal British Legion.

**The Clerk was instructed to check if a letter had been sent to the Royal British Legion.**

1224.3 A letter was circulated to all Councillors relating to payments from the Rural Payments Agency and allotments from Mr. H. Marshall. The Town Clerk had a discussion with Mr. Marshall and summarised in his letter to the Council. It is suggested that the Council should register with the Rural Payments Agency for receipt of grant aid or subsidy payments. Apparently previous registration could have yielded an annual payment of £140 per hectare, with more land under horticultural production i.e. the allotments. As stated in Mr. Marshall's letter it is not possible to register now to receive the grant, but the scheme is due to be modified in 2012 and it may be possible to transfer entitlements from one member to another. Mr. Marshall has offered to submit the forms and maps to arrange for Swaffham Town Council to be registered. The cost to the Council would be notional. It was suggested to inform the Allotment Association and for the Clerk to check the completed form and send from Swaffham Town Council.

It was suggested for Mr. Marshall to obtain the forms and further information relating to this scheme, to fill in such forms with supporting maps to the point of submission. To delegate the submission of the forms to the Town Clerk who would have the discretion to proceed or reject as appropriate providing the benefits are confirmed and registration does not compromise any other Council policy. The Town Clerk to report back to the full Council of the outcome.

**The Clerk was instructed to inform the Allotment Association and for the Clerk to check the completed form and proceed or reject as appropriate providing the benefits are confirmed and registration does not compromise any other Council policy and send from Swaffham Town Council.**

**1225. GENERAL CORRESPONDENCE:**

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1225.1 Correspondence from V.M. Gent regarding Picnic Site 105, Swaffham Woods was circulated to all Councillors for information only. This has been passed on to the Forestry Commission. This matter is resolved and the Council have passed the details to the correct authority.

1225.2. Correspondence was circulated to all Councillors for information only from Ivan Bubbear regarding Swaffham Community Hospital. This letter was received by Councillors prior to the last Council meeting but not by the Town Clerk. All points raised have been answered relating to the potential arrangement with the PCT.

1225.3. A crime number was circulated to all Councillors for criminal damage on Recreation Ground – Norfolk Constabulary. This records vandalism to the notice board at the Recreation Ground, this board is needed to display statutory notices related to licensing and using the Rec.

1225.4. E-mailed correspondence was circulated to all Councillors from Ivan Bubbear regarding the Town Centre Toilets. Mr. Bubbear raises the issue of the Council agreeing to taking on the toilets without a management policy in place. The Town Clerk has responded giving the position of the Council and issues still under consideration.

1225.5. A copy of e-mailed correspondence with Martin Hickey regarding the Tourist Information Centre was circulated to all Councillors for information only. The recent exchanges with Martin Hickey of the Tourism Association have given some background information to the future debate at the November Council meeting relating to the TIC. A meeting has taken place with Project Officer David Bek in the past week to clarify certain issues.

1225.6. A circular letter was circulated to all Councillors from Kathleen Kelliher of Defra regarding “Ways to tackle climate change” a new guide for Parish & Town Councils. This circular letter advises the Council of a new guide available and directed specifically at Parish & Town Councils “Ways to tackle climate change”. Kathleen Kelliher is a friend of our sector working for Defra. She regularly attends and presents at conferences for both Clerks and Councillors. The guide has been downloaded from the Defra web site and copies circulated to Councillors. There may be issues in the guide that need to be on future agendas.

1225.7. The ‘Town and Parish Standard’ September 2007 a journal/newsletter from the Standards Board for England was circulated to all Councillors for information only. Copies of the bi-annual journal of the Standards Board have been circulated to Councillors.

1225.8. A request has been received from Churches Together in Swaffham for a ‘Living Crib’ on Saturday 22<sup>nd</sup> December at the Buttercross.

**It was unanimously agreed to grant permission to the Churches Together for their Living Crib event on Saturday 22<sup>nd</sup> December at the Buttercross.**

1225.9. A letter was circulated to all Councillors to consider representation at ‘Have your say’ Inside Justice Week – Norfolk Criminal Justice Board – Wednesday 7<sup>th</sup> November 9am – The Kings Centre, Kings Street, Norwich. If any Councillor is interested to let the Town Clerk know.

1225.10. A press release was circulated to all Councillors from Christopher Fraser MP regarding a call for a stakeholder meeting to take place as the next step in a campaign to save Swaffham Community Hospital. A short discussion took place. It was agreed for the

Mayor and Town Clerk to attend the proposed meeting to listen to the issues and bring these back to full Council for further discussion.

**It was unanimously agreed for the Mayor and Town Clerk to attend the proposed meeting to listen to the issues and bring these back to full Council for further discussion.**

1225.11. A letter was circulated to all Councillors from Mrs. V. Mann regarding various issues including the need for a garden in the town where people could eat their sandwiches etc. It was reported the Town Clerk has given a brief response to this letter, informing Mrs. Mann of the planned 'Sensory Garden' project at the Recreation Ground. Although various areas were discussed it was agreed to send the letter from Mrs Mann to the Town Group.

**It was unanimously agreed to send the letter from Mrs Mann to the Town Group.**

**1226. REPORTS from COMMITTEE Chairmen/Councillors::**

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>1226.1 Finance &amp; General Purposes Committee</b>	3 <sup>rd</sup> October 07	5 <sup>th</sup> Dec 07	<p>N.B. The next Finance meeting is the Budget meeting. Budget</p> <p>Wednesday 3<sup>rd</sup> October – Budget process started with Finance Committee. All Councillors encouraged to feedback budget requests to Town Clerk asap</p> <p>Wednesday 31<sup>st</sup> October – Last day for budget requests received by the Town Clerk</p> <p>Friday 16<sup>th</sup> November – FIRST draft budget circulated to Finance Committee for feedback to the Town Clerk</p> <p>Friday 23<sup>rd</sup> November – FINAL draft budget circulated to all Councillors</p> <p>Wednesday 5<sup>th</sup> December – Budget meeting at 7pm in the Assembly Rooms – (FINAL draft budget sent to the press by e-mail at 9am)</p> <p>Wednesday 12<sup>th</sup> December – Full Council meeting in the Assembly Rooms to ratify Precept requirement for 2008/09</p>
<b>1226.2 Open Spaces &amp; Amenities Committee</b>	19 <sup>th</sup> Sept 07	7 <sup>th</sup> Nov 07	<p>Recommendation to consider changes to Honorary Citizen criteria and annual Citizen of the</p>

			<p>Year Competition.</p> <p>1) Honorary Citizen – to review policy that criteria of having to be a resident of Swaffham for a period of 25 years is too long. It is recommended that no defined period of residency is required and that each application should be judged on the merit of the individuals’ contribution to the town of Swaffham.</p> <div data-bbox="963 577 1452 801" style="border: 1px solid black; padding: 5px;"> <p><b>It was agreed for a review of the Honorary Citizen policy to be taken to the Open Spaces Meeting for a proposal to be brought back to the Full Town Council.</b></p> </div> <p>2) Citizen of the Year – agreement is sought in principle only for a new annual Civic Award. With the Open Spaces &amp; Amenities Committee tasked with preparing a draft policy for consideration of the full Council to specify: Who and how nominations can be considered or put forward. The time of year, for what purpose and how recognition would be rewarded. Comparisons with other award scheme initiatives should also be considered.</p> <div data-bbox="963 1464 1452 1688" style="border: 1px solid black; padding: 5px;"> <p><b>It was agreed for a proposal for a policy on Citizen of the Year to be taken to the Open Spaces Meeting for a proposal to be brought back to the Full Town Council.</b></p> </div>
<p><b>1226.3 Planning</b></p>	<p>1<sup>st</sup> Oct 07</p>	<p>1<sup>st</sup> Nov</p>	<p>As reported at item 7.2. (g) the Planning Committee have a discussion planned for 1<sup>st</sup> November with Bidwells/Gladedale.</p>
<p><b>1226.4 Recreation Ground Committee</b></p>	<p>4<sup>th</sup> July 07</p>	<p>19<sup>th</sup> Sept 07</p>	<p>The Recreation Ground Committee has recently submitted a grant application to the People’s Millions fund which is in conjunction with ITV. The application is for a</p>

<b>Page 682</b>			Sensory Garden that will include a Foundation stone. The stone will have a poem inscribed onto it following a Poetry competition that all the schools in Swaffham have been invited to take part in. We will not find out if our project has made the final list until week commencing 29 <sup>th</sup> October. A grants officer from the Big Lottery conducted a site visit on Tuesday which went very well, she said that our project plan was the best that she had received for this region. The show will go on the television week commencing 26 <sup>th</sup> November.
<b>1226.5 Town Group</b>	9 <sup>th</sup> July 2007	15 <sup>th</sup> Oct 07	<p>This meeting is for the eleven voting members and for this meeting only will exclude members of the public. It is important that this is a working meeting to establish how the Town Group will work and feedback to the four thematic groups.</p> <p>It is now essential that Councillors encourage as many people as possible to fill in the Town Survey forms. These are available at the Town Hall, on line at <a href="http://www.swaffhamtowncouncil.co.uk">www.swaffhamtowncouncil.co.uk</a> or can be done at a planned consultation day at the Assembly Rooms on Saturday 1<sup>st</sup> December. The data collected will form the basis for elements of the Town Plan.</p> <p>A detailed progress report will be available at the November meeting for Councillors consideration.</p>
<b>1226.6 Personnel Committee</b>	19 Sept 07	24 <sup>th</sup> Oct 07	<p>Personnel training Thursday 4<sup>th</sup> October 9.30am – 12.30pm at Downham Market</p> <p>An excellent training day was attended by the Personnel Committee, Town Clerk and Deputy Town Clerk last week. The employment specialist Mr. T. Wilshin will be advising the Town Clerk initially on the Council's Grievance and Disciplinary</p>

<b><u>Page 683</u></b>			procedures. He could also be a useful source of advice when it comes to keeping Contracts of Employment up to date with the latest employment law requirements.
<b>1226.7 Market Committee</b>	17 <sup>th</sup> Sept 07	26 Nov 07	The Town Clerk and Deputy Clerk have been in talks with a professional auctioneer who came forward following the advertisement in the local press. He has put forward an idea to use a marquee for the auction. The siting of this was discussed and it is proposed that the Town Pit car park be used for the auction site instead of in front of the greyhound. The marquee would be put up on the Friday afternoon, permission has already be sought from Breckland to do this but we must allocated the disabled parking bays in another area which the Town Clerk will be discussing with County. The market committee has also put forward the idea of a charity auction to help raise the profile of the auction and market.
<b>1226.8 Youth Council</b>	10 <sup>th</sup> Sept	29 <sup>th</sup> Oct	A letter has been sent to Swaffham Sixth Form, Hamond's High School, Sacred Heart School and Breckland Park School requesting that they nominate students to be put forward for the Youth Town Council. It is hoped that it will the first official Youth Town Council meeting will take place in February 2008.

### **1227. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

There were no reports by Representatives of Outside Bodies.

### **1228. BRECKLAND COUNCIL.**

1228.1. A copy of correspondence was circulated to all Councillors from J.L. Dwyer regarding 'Booze Busters' sign – passed on to the enforcement officer at Breckland Council.

1228.2. A copy of e-mailed correspondence with Peter Dinsmore (Policy Officer, Equalities) Breckland Council regarding request made by Mrs. S. Bowhay was circulated to all Councillors. The e-mailed correspondence relates to correspondence passed to Breckland Council and Norfolk County Council respectively from Mrs. Bowhay. This concerns the width of parking bays and not meeting a specific disability.

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1228.3. A letter was circulated to all Councillors from Chief Executive Trevor Holden and action points from previous meeting. There are five action points relating to a sign on the Assembly Rooms, CCTV review, travellers at Eco-tech, Forward plan relating to consultation on travellers sites and transfer of play areas to the Council. All issues to be dealt with by the officers concerned and feedback to the Town Clerk.

1228.4. Details have been received from the Open Spaces Society to consider relating to a recent inspection of Swaffham footpaths and representations made to Norfolk County Council. A copy of the footpaths map for Swaffham has been circulated to Councillors at the meeting. There are two main issues for the Council to consider:

- 1) The Town Council only has discretionary powers with regards to footpaths, as the footpath authority is County Council. To maintain footpaths could be a delegated function the Town Council may wish to take on in the future. If they do, then it would have to be with the consent of the County Council and by negotiation to achieve either a commuted sum covering a period of maintenance or by an agency or service level agreement whereby an annual fee is paid to the Town Council to carry out such maintenance.
- 2) The Town Council already make regular representations with regards to obstructions or any other maintenance issues. Whether reported by Councillors or members of the public.

Following a discussion Cllr. D Wickerson proposed and Cllr. C Gunner seconded for the Town Clerk to arrange a meeting with Norfolk County Council to explore the management and maintenance of the footpaths.

**It was agreed with 8 votes for, for the Town Clerk to arrange a meeting with Norfolk County Council to explore the management and maintenance of the footpaths.**

1228.5. A consultation paper was circulated to all Councillors to consider introducing a scheme for licensing Houses in Multiple Occupation.

This report was briefly considered by the Council at their last meeting

The Town Councils views are sought on the following:-

- Should Breckland Council introduce an additional HMO licensing scheme?
- Should the scheme cover all, or only some, types of HMO? (see 4.1.)
- Should the scheme cover all, or only part, of the Council's district? Should the license conditions be the same for both the mandatory and additional schemes?
- Should the charge for the license, £225, be the same for both schemes?
- Do you believe that the additional scheme will help to achieve the Council's objectives of helping to control anti-social behaviour and removing housing inequalities?

Following a discussion it was agreed although the Council had no further comment to make they are in favour of the scheme.

**The Clerk was instructed to respond to Breckland stating although the Council had no further comment to make they are in favour of the scheme.**

1228.6 It was reported a workshop is being set up called 'Blueprint for Swaffham' a group of young people aged 16-25 years to take control of an exciting new creative arts project for the Swaffham area starting in September 2007.

**1229. NORFOLK COUNTY COUNCIL.**

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1229.1. A copy of notification for A1065 Castle Acre Road junction with A47 Westbound slip road provision of right turn lane was circulated to all Councillors for information only. – start of works on 8<sup>th</sup> October 2007.

1229.2. Details of a temporary traffic order affecting Ash Close from 24<sup>th</sup> October for 2 days was circulated to all Councillors for information only.

1229.3. Details of Speed Awareness Message (SAM) was circulated to all Councillors for information only. This information is slightly clearer than similar information circulated on the same subject at the last meeting.

1229.4. Notification of Theatre Street Footway Improvements to commence on 8<sup>th</sup> October 2007 programmed for six weeks was circulated to all Councillors for information only.

1229.5. Correspondence relating to Hanging Baskets and Christmas Lighting situated on Street Lighting columns was circulated to all Councillors. In addition to the correspondence a meeting has been arranged this Friday between the Town Clerk and the Operations Manager John Longhurst. The outcome will be reported to the Council at the November meeting.

1229.6. E-mailed correspondence was circulated to all Councillors from Cllr D. Harman regarding Konnect town bus service via Heathlands. Cllr Harman addressed the Council on this issue.

1229.7. It was reported Norfolk County Council has become the recipients of a Transport Innovation Fund to be used for a feasibility study to look into the subject of Road Pricing in Norwich. This is one of 10 Pilot Schemes being run by the Government and they are asking Norfolk County Council to look at several types already in place on the continent.

**1230. DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

1230.1 Monday 15<sup>th</sup> October 2007 - Town Group at 7pm (*Town Hall*).

1230.2 Wednesday 24<sup>th</sup> October 2007 – Personnel Committee – 9am (*Town Hall*).

1230.3 Wednesday 7<sup>th</sup> November 2007 – Open Spaces Committee – 6.30pm (*Town Hall*).

- Recreation Ground Committee – 7.30pm (*Town Hall*).

1230.4 Wednesday 14<sup>th</sup> November 2007 – Full Council at 6.45pm (*Assembly Rooms*).

**1231. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

1231.1. A quotation has been received relating to an access audit.

<b>It was unanimously agreed to accept the quotation for an Access Audit.</b>
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1231.2. The Deputy Town Clerk gave a progress report relating to the ITV's Peoples Millions application.

The Meeting Closed at 8.20p.m.

Chairman .....