



SWAFFHAM TOWN COUNCIL

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Council Office open Monday to Friday 9am – 1pm

SWAFFHAM TOWN COUNCIL - NOTICE

Councillors are hereby summoned to the annual meeting of the Town Council to be held on **Wednesday 12th May 2004 at 6.45 p.m.** in the Assembly Rooms, Swaffham.

NOTE: In the case of non-members, this agenda is for information only.

Richard Bishop

Town Clerk

[Summons issued on 6th May 2004]

SWAFFHAM TOWN COUNCIL – AGENDA

for their annual meeting on Wednesday 12th May 2004 at 6.45pm in the Assembly Rooms, Swaffham

1. To receive APOLOGIES & REASONS FOR ABSENCE.
2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.
3. **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 & LOCAL GOVERNMENT ACT 1972 SECTION 100 –** following the exclusion of the public & press - to receive and consider report re-contractors estimates from Architect Gerry Burns.

7.15 p.m. Public and Press admitted to the meeting.

To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)

4. To receive the **MAYOR’S REPORT**.
 - 4.1. To receive a report on the Civic Events attended by the Mayor.
 - 4.2. To receive urgent reports at the Mayor’s discretion - prior notice must be given.
5. To receive and agree **ANNUAL APPOINTMENTS**
 - 5.1. To appoint Mayor & Deputy Mayor for 2004/05.
 - 5.2. To appoint Town Council Committees for 2004/05.
 - 5.3. To appoint representatives to outside bodies for 2004/05.
6. To receive a **POLICE REPORT**.
7. To receive and/or agree the **MINUTES**:
 - 7.1. **To agree Wed. 14th April 2004 at 6.45pm – Full Council.
 - 7.2. **To agree Wed. 10th December 2003 – Finance & G.P. Committee.
8. To receive a report from **THE TOWN CLERK:-**
 - 8.1. To update councillors on ongoing business to include the following:-
 - 8.1.1. To receive progress report on the bus shelters.
 - 8.1.2. To receive progress report & recommendations on the Skateboard Park at Haspalls Road.
 - 8.2. To receive questions on ongoing business for exchange of information only.
9. To receive **JUSTICES LICENCE – applications**.

10. PLANNING/DEVELOPMENT CONTROL:

10.1. To receive notification of Decisions/Information from Breckland Council:-

3PL/2004/0102/D Approval of Reserved Matters granted. Land at Tower Meadows Industrial Estate. Mr. D.J. Maclean	3PL/2004/0347/F Planning permission granted. Replacement utility room to rear of building. Mr. & Mrs. T. Garrod.
3PL/2004/0352/LB Listed building consent granted. Replacement of existing non illuminated sign with new non illuminated sign. Job Centre Plus, 7 Market Place. Dept for Works & Pensions.	3PL/2004/0429/F Planning permission granted. Erection of 2 storey extension and porch. 27 Coronation Grove. Mr. D. R. Longmire.
3PL/2004/0425/F Planning permission granted. Kitchen extension. 66 The Oaklands. Mr. P. Watson.	3PI/2004/0350/F Planning permission granted. Two storey rear extension. 43 Sandringham Way. Mr. P. Norris.
3PL/2004/0122/D Approval of Reserved Matters granted. Erection of one 1 and a half storey dwelling and garage. Land adjacent to the Conifers, Tumbler Hill. Mrs. A. E. Bulling.	3PL/2004/0127/CU Refusal of planning permission. Change of use from Class A1 (retail) to A2 (estate agents). 15 Market Place. Client of Ward Gethin.
3PL/2004/0226/F Planning permission granted. Erection of garage. Terbar, Tumbler Hill. Mr. & Mrs. A. Bowles.	3PL/2004/0318/F Planning permission granted. Provision of disabled bathroom extension. 48 Longfields. Mr. & Mrs. L.J. Sweeney.
3PL/2004/0386/F Planning permission granted. New bathroom. 31 Mount Close. Mr. D. Benifer & Mrs. A. Ring	

10.2. To receive and consider the following planning applications:-

3PL/2004/0575/F Erection of dwelling (renewal). White Lodge, Churchyard. Mr. A. Barton-Jones.	3PL/2004/0601/F Retrospective planning permission for workshop/store building. Tower Meadows Industrial Estate, Station Road. Mr. D. Maclean.
3PL/2004/0602/F Conversion of garage block to Granny flat. Hawthorns, New Sporle Road. Mr. & Mrs. D. Cannon.	3PL/2004/0608/LB and 3PL/2004/0607/F Demolition of outbuilding and gateway, build garden wall and convert garage to kitchen. 8-10 Station Street. Roger & Barbara Clarke.

10.3. To receive and comment on any late applications received at the Mayor's discretion.

11. FINANCE:

11.1. To approve Accounts for Payments for May 2004.

11.2. **To receive and consider request and recommendation including background information from The Garden Science Trust regarding the use of surplus allotment land in Swaffham.

12. To receive progress report on the JUBILEE HERITAGE PLAN.

12.1. **To record receipt of minutes/reports from Icen Partnership.

12.2. To receive a general report on the development of the Town Hall.

13. To receive report on TOWN CONSULTATION 'Have your say'.

13.1. To receive a progress report from the Town Clerk.

14. To receive GENERAL CORRESPONDENCE:

14.1. **To receive request for use of Recreation Ground from Breckland Christian Fellowship.

14.2. **To receive letter and information from Peddars Way Housing Association.

14.3. **To receive letter re-policing matters from Mrs. Margaret Miles.

14.4. To receive any late correspondence for information only.

15. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

15.1. To receive Community Group, Club, Charity, Society or Agency reports.

16. To receive and consider AMENDMENTS TO STANDING ORDERS.

17. BRECKLAND COUNCIL.

17.1. **To receive notification of European Parliamentary Election 109th June 2004.

17.2. To receive late Correspondence for information only.

17.3. To receive Breckland Councillor reports.

18. NORFOLK COUNTY COUNCIL.

18.1. ** To receive circular letter re- Norfolk Interchange Strategy – draft.

18.2. To receive late Correspondence for information only.

18.3. To receive County Councillor report.

19. To notify of the DATES of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-

19.1. Wed 19th May 2004 at 6.45pm Allotments Committee
- 7.30pm Recreation Ground Committee

19.2. Tues 8th June 2004 at 7.00pm AR/CC Joint Management Committee

19.3. Wed. 9th June 2004 at 6.45pm Full Council at the Assembly Rooms.

*Indicates where copies have been circulated to Town Councillors previously.

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