



SWAFFHAM TOWN COUNCIL

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Council Office open Monday, Tuesday & Thursday 9am – 2pm, Friday 8am – 1pm (Closed Wednesday)

SWAFFHAM TOWN COUNCIL - NOTICE

Councillors are hereby summoned to a Meeting of the Town Council to be held on **Wednesday 9th November 2005 at 6.45 p.m. in the Council Chamber in the Town Hall, Swaffham**

(entry via the Cley Road entrance opposite the Oasis Centre)

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

Richard Bishop

Town Clerk

[Summons issued on 3rd November 2005]

DECLARATIONS OF INTEREST

Councillors please note that members are asked at the relevant point on the agenda to declare any interests they may have in any of the items on the agenda. The Parish Councils (Model Code of Conduct) Order 2001, requires that declarations include the nature of the interest, and whether it is a personal or prejudicial interest. In the case of prejudicial interests the member must withdraw from the room while the matter is discussed, ie; if a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest, then you must leave the meeting, and cannot seek to influence any decisions made.

SWAFFHAM TOWN COUNCIL – AGENDA

for their full council meeting on Wednesday 9th November 2005 at 6.45pm in the Council Chamber, Town Hall, Swaffham

1. To receive APOLOGIES & REASONS FOR ABSENCE.

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

N.B. At the conclusion of the open forum the Mayor will present a 5 year Red Cross Volunteers Service Certificate to Mrs. Ann Gunner

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

3. To receive and/or agree the MINUTES:

3.1. *To agree Wed. 12th October 2005 – Full Council.

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 a POLICE REPORT – P.C. Partridge will be in attendance.

6. To receive a report from THE TOWN CLERK:-

6.1. To update councillors on ongoing business to include the following:-

6.1.1. To receive report regarding a key and maintenance for the Church Clock Tower.

6.1.2. To receive report from SLCC annual Clerks conference on 8th – 10th October 2005.

6.1.3. To receive report regarding negotiations for Swimming Pool Land.

6.1.4. To report on Youth Involvement/Activities for Teenagers (Sally Palmer coming to January Council meeting).

6.1.5. To report on the progress of the installation of three new bus shelters (expected late November/early December 2005).

6.1.6. To report on planned visit of Natasha Hutchinson regarding Museums (December full council).

6.2. To receive Councillors questions on ongoing business for exchange of information only.

7. To receive JUSTICES LICENCE – applications.

8. PLANNING/DEVELOPMENT CONTROL:

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

3PL/2005/1265/F Refusal of planning permission for variation of condition 6 on pp 3PL/2003/1133/F to allow access to be used by staff as well as emergency vehicles. The Paddocks. Dr. S. Kaushal.	3PL/2005/1240/F Refusal of planning permission for conversion of stables to dwelling. Pedlars Home Stables, Norwich Road. Miss. Pam Brackley.
3PL/2005/1304/O Outline planning permission granted for the erection of 2 bedroom single storey dwelling and garage. Mr. & Mrs. A.G. White.	3PL/2005/1308/F Application withdrawn for demolition of three storey dwelling including garage. 86 London Street. Mb Building Services Ltd.
3PL/2005/1059/EU Certificate of lawful use or development. Use of dwelling as two separate units (Certificate of Lawfulness). Greg Prowting.	P.03CM/2003/0037/F Planning permission granted for single storey extensions to school enlarging an existing classbase and creation of main entrance. Creation of new access road and new 24 space car park. Removal of existing mobile buildings, relocation of sheds and creation of new ponds and bike sheds. Norfolk County Council.
3PL/2005/1272/F Planning permission granted for the demolition of units and redevelopment of the site for construction of 12 dwellings, and associated works. Veltshaw Builders Ltd	3PL/2005/1405/F Planning permission and 3PL/2005/1406/LB Listed building consent granted to divide the house into 2 flats and one house. Eversley House, 8 Station Street. Roger and Barbara Clarke.
3PL/2005/1340/F Refusal of planning permission for amendments to extension approved under 3PL/2004/0969/F 113 London Street. Mr. David Buchan	

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

3PL/2005/1512/LB Replace entrance door, works to provide disabled access. 1 Plowright Place. HSBC Holding Plc.	3PL/2005/1522/D Re-siting of approved house and garage ref. 3PL/2004/0102/D Tower Meadow Industrial Estate. Mr. D.J. Maclean.
3PL/2005/1523/CU Change of use to dental laboratory/denture clinic (retrospective). 25a Market Place. Robert Fox	3PL/2005/1535/F Erection of 3 town houses & associated work. Old Gasworks Site, Lynn Road/Shouldham Lane. Oakwood Property Service, Gamekeepers Cottage.
3PL/2005/1578/LB and 3PL/2005/12579/F Extension to dwelling. Glaisedale House, 23 Station Street. Mr. & Mrs. R. Chapman.	3PL/2005/1581/F Demolition & replacement of three storey dwelling. 86 London Street. M B Building Services.

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

8.4. To receive notification of Development Control Committee meeting on 14th November 9.30am for applications 3PL/2005/1315/F & 3PL/2005/1316/LB Holmwood, 40 Whitecross. Extension comprising of self contained (Elderly Mentally Infirm) unit providing 16 bedrooms.

9. FINANCE:

9.1. To receive the following Finance items for information only:-

9.1.1. To receive notification of Precept timetable 2006/07 completion by 16th December 2005.

9.1.2. To receive notification of routine visit from H.M. Customs & Excise (VAT) on Tuesday 15th November 2005.

9.2. To receive a draft copy of the Business Plan and consider a presentation on the revenue implications of the Recreation Ground Project from the Deputy Town Clerk.

9.3. To receive any final requests from councillors for the forthcoming budget for 2006/07.

9.4. **To receive and consider request for Litter Bins at both entrances to Hamond's High School(see correspondence).

9.5. **To receive and consider request from Air Training Corps for a fundraising stall at the Saturday Market on 19th Nov.

9.6. To receive a report from the Town Clerk re-Rating valuation of the Town Hall.

9.7. To receive and consider a report from the Town Clerk regarding a Sound System for the Council Chamber.

9.8. To approve Accounts for Payments for November 2005.

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

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

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

10.1.2. **To record receipt of minutes from Mott MacDonald re Town Centre Enhancement.

10.2. To receive a report re the ongoing Museum project.

10.3. To receive progress report from the Town Clerk on the outstanding works at the Town Hall extension.

11. To receive GENERAL CORRESPONDENCE:

11.1. ** To receive the following correspondence for information only:-

11.1.1. To receive the NCAPTC Annual Report.

11.1.2. To receive copies of correspondence with Norfolk Police Authority

11.1.3. To receive newsletter 3 Swaffham & District Home Watch Association.

11.1.4. To receive newsletter 'Town and Parish Standards' – Standards Board for England.

11.1.5. To receive letter of thanks from Swaffham Crime Prevention Panel.

11.1.6. To receive a letter regarding retrospective planning from Ms. Sue Chittock.

11.1.7. To receive a letter from Mr. S.E. Snape regarding parking outside the Methodist Church on Sunday's.

11.1.8. To receive letter to and reply from Mrs. Gwen Page regarding felling tree in the Churchyard.

11.1.9. To receive notification of Rural Community Council meeting on Renewable Energy – Wed 23rd Nov. 2005 Saham Toney.

11.1.10. To receive any late correspondence for information only.

11.2. ** To receive and consider an invitation to Town Councils and their Area Partnerships – looking at their roles and Responsibilities – Defining the difference & working together – Swaffham Community Centre, 8th December, 4pm.

11.3. **To receive and consider letters from Mr. Michael Staines regarding right of way to the lane by the Water Tower.

11.4. **To receive and consider letters from Icen Partnership regarding a meeting on Wednesday 18th January in the Assembly Rooms to discuss the future of Icen Partnership 2007 – 2012.

12. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

13. BRECKLAND COUNCIL.

13.1.**To receive the following Breckland correspondence for information only:-

- 13.1.1. Confirmation of Tree Preservation Order for Lydney House Hotel.
- 13.1.2. Copies of correspondence and TIC report to Breckland Council regarding public toilet complaints.
- 13.2.3. Notification of Licensing Committee meeting date changes.
- 13.1.4. To receive late correspondence for information only.

13.2.**To receive & consider circular and information regarding an 'Open Spaces Audit' comments by 31st January 2005.

13.3.**To receive & consider letter from Asset Manager Ray Johnson regarding public toilets.

13.4.**To receive notification of Breckland Local Development Framework – Regulation 26 Pre-Submission Participation – Draft Strategy and Core Policies (October 2005).

13.5. To receive Breckland Councillor reports.

14. NORFOLK COUNTY COUNCIL.

14.1.**To receive the following County Council correspondence for information only:-

- 14.1.1. Notification of new Director of Planning & Transportation Mr. Mike Jackson.
- 14.1.2. Manor Way Footway Improvements – copy of recent letters/questionnaires sent to parishioners.
- 14.1.3. Missing Road Signs – acknowledgement letter.
- 14.1.4. Notification of works commencing on passing bays at Whitegate Road, Sporle.
- 14.1.5. Way to Go! Norfolk Local Access Forums Second Annual Newsletter.
- 14.1.6. Land Full? What happens to rubbish now? – leaflet.
- 14.1.7. A47 Missing signs – correspondence.
- 14.1.8. Temporary Traffic Order – temporary road closure 21st to 25th November 20 metres of Cley Road & into Market Place.
- 14.1.9. Norfolk Matters (newsletter separate to pack).
- 14.1.10. Removable Bollards acknowledgement letter.
- 14.1.11. To receive late Correspondence for information only.

14.2.** To receive & consider Mott MacDonald consultation on Town Centre Enhancement Phase 3 – Proposed Traffic Regulation Orders (Prohibition of waiting at anytime, Goods vehicle Loading Bay, Parking Bays, Disabled parking, 24 hours bus stop clearway, 20mph speed limit).

14.3.** To receive & consider Local Transport Plan 2 Consultation for period April 2006 to March 2011.

14.4.** To receive & consider Draft Statement of Community Involvement: Minerals & Waste Development Framework.

14.5. To receive County Councillor report.

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

15.1. Wed 7th December 2005 at 7.0pm Finance & G.P. Committee (*in the Council Chamber*) **N.B. Budget meeting**

15.2. Wed 14th December 2005 at 6.45pm Full Council at the Town Hall (*in the Council Chamber*).

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

16.1. To receive and consider recommendations from the personnel committee.

16.2. To receive and consider contractual details regarding potential land purchase.

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

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