



SWAFFHAM TOWN COUNCIL

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Office open Monday, Tuesday & Thursday 8.45am – 2pm, Friday 8.45am – 1pm (Closed Wednesday)

SWAFFHAM TOWN COUNCIL - NOTICE

Councillors are hereby summoned to a meeting of the Town Council to be held on **Wednesday 13th December 2006 at 6.45 p.m.** in the Council Chamber in the Town Hall, Swaffham

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

The Mayor Cllr Shirley Matthews invites Councillors and those attending the meeting to join her for a Pre-Christmas Drink in the Council Chamber of the Town Hall from 6.15 p.m.

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

Richard Bishop

Town Clerk

[Summons issued on 6th December 2006]

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 the meeting of the Full Council on Wednesday 13th December 2006 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)

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

3. MAYOR’S REPORT.

- 3.1. To receive a report on the Civic Events attended by the Mayor.
- 3.2. To receive urgent reports at the Mayor’s discretion - prior notice must be given.

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

- 4.1**To receive circular and information timetable for Western Area Mobile Police Office.
- 4.2**To receive copy of response to Mr. & Mrs. Peggs relating to use of Watton Road.

5. To receive and/or agree the MINUTES:

- 5.1** Wednesday 8th November 2006 – Full Council.

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

- 6.1. To update councillors on ongoing business to include the following:-
 - (a) To report on a Training Event at Newmarket –Focus on Local Governance
 - (b) To report on progress with setting up the Youth Council.
 - (c) To report on the progress of Swimming Pool Land Purchase.
 - (d) To report on five towns meeting held on 30th November.
 - (e) To briefly report on other on-going business.
- 6.2. To receive questions on ongoing business for exchange of information only.

7. PLANNING/DEVELOPMENT CONTROL:

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

3PL/2006/1195/F Refusal of planning permission. Erection of new house at 9 Beech Close. Mr. & Mrs. Anscombe.	3PL/2006/1493/0 Outline planning permission granted for Proposed single storey dwelling (amended design from 3PL/2006/1159/0) Land South of 61 Coronation Grove. Mr. & Mrs. K. Mileham.
3PL/2006/1428/A Refusal of Consent to Display Advertisements. Internally illuminated shop and projecting sign. Boots, Market Place.	

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

3PL/2006/1738/LB Conversion of existing coach house to dwelling. Coach House, Glaisedale House, 23 Station Street. Mr. & Mrs. R. Chapman	3PL/2006/ 1745/F Demolition of existing garage. Erection of extensions and detached garage. 64 Longfields. Mr. D. & Mrs. M. Claxton.
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- 7.3. To receive & comment on any late applications received at the Mayor's discretion.
- 7.4. **To receive and consider proposed pedestrian safety improvements in connection with re-development of 'Greenborders', No. 3 North Pickenham Road – Broadacre Associates UK Ltd.
- 7.5.**To receive and consider Appeal papers for application no. 3PL/2006/0540/F Land at the rear of Swaffham Conservative Club, 23 London Street – Erection of 6 two storey houses and 16 flats in a two storey building.
- 7.6. To receive notifications of planning enforcement & TPO's

Enforcement – copy of correspondence re- Use of land rear of 3c Market Place: ISO Container.	113 London Street: Enforcement notice
Enforcement – copy of correspondence re- unauthorised Satellite Dish – 6 Lynn Street.	

8. FINANCE:

- 8.1 To approve Accounts for Payments for December 2006.
- 8.2**To receive and consider recommended Precept for 2007/08.
- 8.3**To receive and consider request from Chairman of Swaffham & District Scouts to begin preliminary moves in establishing a Scout & Guide Hut. To consider various Council owned land for this purpose including the Campingland and Recreation Ground.
- 8.4 **To receive and consider Service Level Specifications for Assembly Rooms and Community Centre for the provision of cleaning from 1st April 2007 from Icen Partnership.
- 8.5 **To receive and consider the Provision of Locking/Unlocking Services for Swaffham Community Centre and Swaffham Assembly Rooms.
- 8.6 **To receive and consider response from H. Smith & Sons (Honingham) Ltd re-repairs to Chapel Roof at Swaffham Cemetery.
- 8.7 To consider a progress report by the Town Clerk on the Church Clock.
- 8.8 **To receive recommendation from Open Spaces Committee regarding Cemetery costs.
- 8.9 **To receive and consider request from Friends of Swaffham Museum re- Notice Board.

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

- 9.1 To receive brief report on the Town Hall.
- 9.2 To receive progress report on Swaffham Museum Ltd.

10. To receive GENERAL CORRESPONDENCE:

- 10.1** To receive the following correspondence for information only.
- (a) **To receive copy of correspondence with Christopher Fraser MP re-Access to Town Hall.
- (b) **To receive copy of correspondence with Christopher Fraser MP re-Bus Shelters & Seats in Swaffham.
- (c) **To receive information from Swaffham & District Home Watch Association.
- (d) **To receive copy of correspondence with East Anglia's Children's Hospices.
- (e) **To receive copy of Icen Partnership minutes for 2nd October 2006.
- (f) To receive any late correspondence for information only.

- 10.2**To receive and consider response from Christopher Fraser MP with regards to the Council's support of the Sustainable Communities Bill.
- 10.3**To receive and consider letter regarding Post Offices from the Countryside Alliance.
- 10.4**To receive and consider correspondence with Mr. M. Staines re-Shambles, Town Centre and various other issues.
- 10.5**To receive notification of Royal Mail's First Class People Award – consider nominations.
- 10.6**To receive and consider correspondence with allotment holder Mr. N. Ward.
- 10.7**To receive and consider correspondence with allotment holder Mr. J. Warren.
- 10.8**To receive and consider offer of Horse Chesnut tree by Mrs. M. Abbot.

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

- 11.1.** To receive Community Group, Club, Charity, Society or Agency reports including.
(a) **Health Forum

12. BRECKLAND COUNCIL.

- 12.1** To receive the following Breckland Council correspondence for information only:-
(a)** To receive circular and copy of poster regarding Strategic Housing Services.
(b)** To receive notification of Breckland Landscape Character Assessment – Stakeholder Workshops.
(c)** To receive notification of Breckland Council Community Rangers Project.
(d)**To receive notification of Street Naming and numbering Highfield Avenue, Swaffham.
(e)**To receive circular regarding Breckland CCTV Review.
(f) **To receive notification of Annual Business Ratepayers Event and Non-domestic Ratepayers Consultation

(g) To receive any late Breckland correspondence for information only.

12.2 To receive Breckland Councillor reports.

13. NORFOLK COUNTY COUNCIL.

- 13.1****To receive the following County Council correspondence for information only:-
(a)** To receive copies of questionnaires re-Sporle Road, Drainage – these were sent to residents.

(b) To receive any late County Council correspondence for information only.

13.2**To receive and consider Norfolk's Local Transport Plan – Summary Document.

13.3**To receive and consider correspondence relating to Application for the modification of the Definitive Map of Public Rights of Way by the addition of a public right of way.

13.4 To receive County Councillor report.

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

14.1. Wednesday 10th January 2007 at 6.45pm Full Council (*in the Council Chamber*).

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

- 15.1.** To receive and consider report from the Town Clerk to include the following:-
(a) **To receive and consider on-going correspondence with Market Traders.

(b) **To consider correspondence with the Disability Rights Commission.
(c) To ratify decision to take responsibility for electricity supply of the Buttercross.

(d) **To receive and consider a report from the District Valuer, receive and consider a report from the Town Clerk on the disposal of surplus allotment land.

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

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