



SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

Tel: 01760 722922
e-mail: towncouncil@swaffham.fsnet.co.uk

Fax: 01760 720469
www.swaffhamtowncouncil.co.uk

Town Clerk:
Richard Bishop BA Hons. (Local Policy)
e-mail: richard@swaffhamtowncouncil.co.uk

Deputy Town Clerk:
Mrs. Michelle Meyrick Dip.H.E. (Local Policy)
e-mail: michelle@swaffhamtowncouncil.co.uk

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 12th December 2007 at 6.45 p.m.** at the Assembly Rooms, Swaffham

The Mayor Cllr Shirley Matthews invites Councillors and those attending the meeting to join her for a Pre-Christmas Drink at the Assembly Rooms 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 Thursday 6th December 2007]

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 Local Authorities (Model Code of Conduct) Order 2007 adopted by the Town Council on 16th May 2007 requires that declarations include the nature of the interest, and whether it is a personal or prejudicial interest.

SWAFFHAM TOWN COUNCIL – AGENDA

for a meeting of the Full Council on Wednesday 12th December 2007 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.

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

3. To receive MAYORS' REPORT

3.1. To receive a report on Civic Events attended in the past month.

3.2. To receive urgent reports at the Mayor's discretion - prior notice must be given.

4. To receive a POLICE REPORT – PC David Johnson will be in attendance.

5. To receive and/or agree the MINUTES:

5.1** Wednesday 14th November 2007 – Full Council.

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

6.1 The Town Clerk will update councillors on the progress of Swimming Pool Land Purchase.

6.2 The Town Clerk to briefly report on other on-going business.

6.3 To Town Clerk 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/2007/1481/F Planning permission granted and 3PL/2007/1480/LB Listed building consent granted for the conversion of barn (unit 1) to dwelling (revised design from 3PL/2004/1992/LB) Unit 1 Wood Farm, North Pickenham Road. Miss M. Taylor | 3PL/2007/1356/F Planning permission granted for the demolition of existing building, construction of residential care home and single bungalow. IRS, Castleacre Road. Bethel Investments Ltd. |
| 3PL/2007/1641/F Planning permission granted for the erection of 2 No 2 bedroom bungalows and associated car parking spaces (renewal). 66 Queen Street. Peddars Way Housing Association. | 3PL/2007/1376/F Planning permission granted for the conversion of existing garage to living accommodation. Mill House, Tumbler Hill. Mr. & Mrs. Gardner. |
| 3PL/2007/1561/A Refusal of Consent to display advertisements 1 x illuminated fascia sign & 1 projecting sign. 69 Market Place. Barclays Bank Plc | 3PL/2007/1671/F Planning permission granted for the installation of a window. Spice of Swaffham, 2 Cley Road. Mr. M. Moid. |
| 3PL/2007/ 1543/F Planning permission granted for the amendments to Plot 3 to include utility room and dressing area above garage. Land South of Norwich Road. Walnut Tree Developments Ltd. | 3PL/2007/1661/F Planning permission for extension to dwelling. 47 Greenhoe Place. Mr. M. Henery & Miss L. Palmer. |

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

| | |
|---|--|
| <p>a) 3PL/2007/1759/F 2 No. single storey dwellings with garages & change of vehicular access & demolition of part existing dwelling. Land adjacent to Cubello, Whitsands Rd. Highbury Developments Ltd</p> | <p>b) 3PL/2007/1819/O Construction of single dwelling and garage with associated new access. Highview, 7 Whitsands Road. Messrs T & P. Seago.</p> |
| <p>c) 3PL/2007/1840/CA and 2PL/2007/1841/F Existing single storey lean-to kitchen to be demolished to build new two storey pitched extension. 46 Ash Close. Mr. R. Winch.</p> | <p>d) 3PL/2007/1867/F and 3PL/2007/1872/LB Proposed two dwellings & detached garages with removal of small outbuilding and entrance gates. Garden of Eversley House, 8/10 Station Street. Roger & Barbara Clarke.</p> |
| <p>e) 3PL/2007/1899/F Variation of condition 2 on per ref. no. 3PL/2007/1160/F to allow permanent use & alterations to building. Turbine Way Ecotech, Business and Innovation Park. Medeshamstede Education Trust.</p> | |

7.3. To receive & comment on any late applications received at the Mayor's discretion.

7.4. To receive any notifications of planning enforcement & TPO's.

8. FINANCE:

8.1 **To approve Accounts for Payments for December 2007.

8.2 **To receive and consider correspondence with Mr. H. Marshall relating to a 'best practice' suggestion for compensation allotment holders in Swaffham and drawing comparisons with a similar arrangement in Hackney.

8.3 **To receive and consider correspondence with Mrs. S. Polaine-Leonard. (i) Various issues relating to site meeting on the allotments and subsequent obligations undertaken by the Council. (ii) Request to leave swing frame and two empty sheds on Days Field as long as possible after the January deadline. (iii) Re-consider the decision not to pay compensation relating to the cost of the move of equipment.

8.4 **To receive and consider report from the Town Clerk relating to the moving of the Tourist Information Centre e-mailed correspondence with Mr. Martin Hickey of the Tourism Association, a meeting with the current tenants Mr. R. Wood and Mr. A. Wood of Cool Cabs, with officers at Breckland Council and with the Directors of Swaffham Museum Ltd.

8.5 To consider recommendation from the Finance & General Purposes Committee for the Precept for the year 2008/09.

8.6 To consider Public Works Loan of £35,000 relating to part of the budget report for 2008/09.

8.7 **To receive and consider compensation claim from Mr. Tony Davis for allotments being vacated at Shoulder of Mutton allotments 8, 8a, 8b, 9 and 10.

8.8 **To receive and consider compensation claim from Jan Duffill for moving from Days Field to Tumbler Hill.

8.9 **To receive and consider request for refund of Market rent for Mr. A.R. Large for 10th November due to French Market traders staying in the town not vacating parking spaces.

8.10**To receive and consider request for Section 137 grant for residential classes at Houghton Barns, near Swaffham for November 2008.

8.11 **To receive and consider request from the Swaffham Branch of the Royal British Legion to pay for Fakenham Band on Remembrance Day in 2008.

9. To receive GENERAL CORRESPONDENCE:

9.1** To receive the following correspondence for information only.

- (a) **To receive copy of final submission re-disposal of surplus allotment land to GO East.
- (b) **To receive copy of correspondence with Christopher Fraser MP relating to access issues raised by constituent Mrs. D. Dickens.
- (c) **To receive copy of the November edition of Norfolk Link the newsletter from NCAPTC.
- (d) **To receive copy of e-mailed correspondence relating to an urgent request for permission to stage carol singing in the town on market day from a private school in Hunstanton.
- (e)**To receive letter of thanks for attending the Festival of Remembrance Service from the Royal British Legion.
- (f)**To receive copy of e-mailed correspondence from Ivan Bubbear congratulating the Council on the presentation of the budget and the information made available to the public.
- (g)**To receive e-mailed correspondence from Kate Neale regarding the Christmas lights or lack of them this year.
- (h)**To receive notification of Scope house to house collections in 2008 and 2009.
- (i)**To receive e-mailed correspondence with Richard Wlkin objecting to gifting allotment land to the PCT.
- (j) To receive any late correspondence for information only.

9.2** To receive and consider letter from Mr. Steve Hudson of Swaffham Business & Retail Forum relating to the constitution of the new forum and the Council's decision to relocate the TIC.

9.3** To receive and consider letter from Mr. Barrie Palmer regarding car parking facilities at the Campingland Surgery.

10. To receive progress reports from COMMITTEE Chairmen/Councillors:

| COMMITTEE | LAST meeting | NEXT meeting | Information to consider |
|--|-------------------------|------------------------------|--|
| 10.1 Finance & General Purposes Committee | 5 th Dec 07 | 1 st April 08 | |
| 10.2 Open Spaces & Amenities Committee | 7 th Nov 07 | 23 rd Jan 08 | **Copies of Cemetery Rules & Regulations for consideration. |
| 10.3 Planning | 1 st Oct 07 | 18 th December 07 | **Notification from Nex Communications re- McCarthy & Stone regarding proposed planning committee meeting at the Town Hall on 18 th December at 3pm to discuss a preview of a planning application. |
| 10.4 Recreation Ground Committee | 7 th Nov 07 | 23 rd January 08 | **Peoples Millions letter from the Big Lottery Fund re- the Sensory Garden project. |
| 10.5 Town Group | 15 th Oct 07 | 16 th Jan 08 | |
| 10.6 Personnel Committee | 19 Sept 07 | | |
| 10.7 Market Committee | 30 th Oct 07 | 23 rd Jan 08 | **To receive and consider le-mailed letter regarding access issues relating to the auction from Dorothy Dickens. |
| 10.8 Youth Council | 26 th Nov 07 | | |

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

11.1. To receive Community Group, Club, Charity, Society or Agency reports to include:-

12. BRECKLAND COUNCIL.

12.1 To receive the following Breckland Council correspondence for information only:-

- (a)** To receive copies of correspondence between Breckland Council and the Swaffham Business & Retail Forum relating to the Auction.
- (b)**To receive copies of correspondence relating to hedge and trees at Valentine Barker Court.
- (c)** To receive copies of handouts from recent meeting on the Local Government Review.
- (d)**To receive copy of e-mailed correspondence to Nick Heath EDP from Alan Peggs relating to former Redland Site development.
- (e) 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 any late County Council correspondence for information only.

13.2 To receive County Councillors 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 N.B. TOWN HALL closing at 12noon on Friday 21st Dec. 2007 and re-opens at 8.45am on Thurs 3rd Jan. 2008.

14.2 Wednesday 9th January 2008 – **Full Council** at 6.45pm (*Assembly Rooms*).

14.3 Wednesday 16th January 2008 – **Town Group** at 7.00pm at the (Town Hall)

14.4 Wednesday 23rd January 2008 – **Recreation Ground Committee** at 7.00pm (Town Hall).

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

15.1. To receive and consider confidential report from the Town Clerk to include the following:-

- i) To receive and discuss DDA Access Audit Report and resulting actions.

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

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