



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 16th May 2007 at 6.45 p.m. at the Assembly Rooms, Swaffham**

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

Richard Bishop

Town Clerk

[Summons issued on 10th May 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 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 Annual meeting of the Full Council on Wednesday 16th May 2007 at 6.45pm in the Assembly Rooms, Town Hall, Swaffham

PART ONE – ANNUAL MEETING & FULL COUNCIL

1. For Councillors to receive a WELCOME BY THE MAYOR.

2. To record the signing of DECLARATIONS OF OFFICE by all Councillors.

3. To receive APOLOGIES & REASONS FOR ABSENCE.

4. 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)

PART TWO – ANNUAL MEETING

5. To receive retiring MAYORS' REPORT

5.1. To receive a report on Civic Events attended and final address for the past year.

6. To receive, consider and agree ANNUAL APPOINTMENTS & POLICIES FOR 2007/08

6.1 To receive and consider nominations for Mayor for 2007/08.

6.2 To receive brief address by the newly elected Mayor.

6.3 To receive and consider nominations for Deputy Mayor for 2007/08.

6.4 To receive and consider report from the Town Clerk regarding new Committee Structure followed by nominations for Committees at present or as amended:-

3.6.i. Finance & General Purposes

3.6.ii. Open Spaces & Amenities

3.6.iii. Recreation Ground

3.6.iv. Town Group

3.6.v. Planning

3.6.vi. Personnel (Mayor, Deputy Mayor, Past Mayor + one substitute)

6.5 To receive and consider nominations for representatives on outside bodies (see list)

6.6 To receive a request for review of Standing Orders, Financial Regulations and Council Policies.

PART THREE – FULL COUNCIL

7. MAYOR'S REPORT.

7.1. To receive urgent reports at the Mayor's discretion - prior notice must be given – Notice of Casual Vacancy due to the resignation received from Councillor Jerome Stockdale.

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

9. To receive and/or agree the MINUTES:

9.1** Wednesday 11th April 2007 – Full Council.

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

10.1. To receive and consider correspondence from Breckland Council, NALC, NCAPTC, Standards Board for England and the Department for Communities and Local Government in relation to the Local Authorities (Model Code of Conduct) Order 2007.

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

- (a) To report on the progress of Swimming Pool Land Purchase.
- (b) To report of progress made with War Memorial project.
- (c) To briefly report on Councillor Training Day on 9th May and record distribution of Councillor Information and Guide files.
- (d) To receive a brief update on the Notice Board to be donated by the Rotary Club.
- (e) To briefly report on other on-going business.

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

11. PLANNING/DEVELOPMENT CONTROL:

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

3PL/2007/ 0198/F Planning permission granted for the Erection of two dwellings. Land behind Garden Lodge, Campingland. Development Insight Ltd.	3PL/2007/0379/F Application withdrawn for Demolition of conservatory, erection of 2 bungalows with garages and new shared vehicular access. Land adjacent to Cubello, Whitsands Road. Highbury Developments Ltd.
3PL/2007/0326/F Planning permission granted for two one and a half storey dwelling houses with associated garages. 28 Whitsands Road. LGL Developments Ltd.	3PL/2007/0450/F Planning permission granted for single storey rear extension. 16 Pedlars Grove. Terri Birchall.
3PL/2007/0486/F Planning permission for conservatory to rear of property. 9 Hillside. Mr. & Mrs. J. Pitt.	3PL/2007/0529/F Planning permission for addition to front porch (revision to planning permission 3PL/2006/1326/F) Purbeck House, Whitsands Road. Mr. & Mrs. Aynsley.

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

3PL/2007/0614/A Erection of externally illuminated shop and projecting sign. Boots The Chemist, 37 Market Place. The Boots Co, Ltd.	3PL/2007/0623/F Demolition of existing lean-to side extension and erection of conservatory (identical footprint). Pear Tree Cottage, 16 Tumbler Hill. Mr. & Mrs. G. Pettitt
3PL/2007/0643/O Erection of single storey dwelling. Land adjacent 101 Southlands. Mr. & Mrs. A. Syer.	3PL/2007/0632/F Proposed garage. The Beeches, 114 Brandon Road. Mr. & Mrs. S. Clark..
3PL/2007/0594/O Erection of single storey dwelling (renewal). Land adjacent to 1 Spinners Lane. Mr. M. Grief.	3PL/2007/0470/F Demolish existing garage and brick up internal walls to form a separate one bedroom annexe. Mr. & Mrs. Branson.
3PL/2007/0689/LB Replacement of rotted timber windows to front/side & rear of first & second floors. 46 Market Place. Martin McColl Ltd.	3PL/2007/0626/F Extension over existing attached garage to the side. 62 Longfields. Mr. A.D. Martin
3PL/2007/0690/F Garage extension. 4 Low Road. R. Farmer esq.	3PL/2007/0724/F New double garage and demolition of existing garage. 9 Beech Close. Mr. & Mrs. Anscombe.
3PL/2007/0725/F New Chalet Bungalow. 9 Beech Close. Mr. & Mrs. Anscombe.	

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

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

12. FINANCE:

12.1 To approve Accounts for Payments for May 2007.

12.2**To receive and consider issues relating to proposed disposal of surplus allotment land and subsequent correspondence including:-

- (a) To debate the possible use of funds to be received in the event of the proposed sale of surplus allotment land and discuss a draft consultation report by the Town Clerk.
- (b) To receive a signed request from five elected members to place issues listed below on the May agenda, as previously requested by SCALGA:
 - (1) That the full Council reconsider its decision to sell off the two allotment sites of Day's Field and the Shoulder of Mutton.
 - (2) To rescind the decision to serve notices to quit to the tenants of these fields.
 - (3) The serving of the notices to quit then be served only and if the Council obtains Section 8 consent for the change of use of these statutory allotment sites.
 - (4) That the Council considers a period of time, not less than two years, for SCALGA to work with the Council to promote, improve, and maintain the Swaffham sites. By then hopefully there would be an increase in the uptake of allotments which the council would be an increase in the uptake of allotments which the council would take into account before considering any future of allotment land.
- (c) To receive and consider correspondence with Mrs. H. Wood re-allotment at 33 Shouldham Lane.
- (d) To receive and consider e-mailed correspondence with Mr. T. Cotton relating to the Freedom of Information Act 2000 and the District Valuer's report relating to allotment sites.
- (e) To record receipt of any late allotment correspondence for information only.
- (f) To consider report from the Town Clerk on annual insurance policy.

12.3**To receive and consider Internal Auditor's report for the period October 2006 – March 2007.

12.4**To receive and consider proposal and quotation for Web Development, Hosting Services & SEO and Marketing Swaffham Town Website from Cortina Web Solutions.

12.5**To receive and consider details of Norfolk Planning Conference to be held on Thursday 14th June 10am – 3.30pm at the Assembly Rooms, Swaffham.

12.6 To consider request for match funding for Town Plan health check.

13. To receive GENERAL CORRESPONDENCE:

- 13.1**** To receive the following correspondence for information only.
- (a)****To receive correspondence with MP Christopher Fraser re-constituent Mrs. Adams re-new bus shelter.
 - (b)****To receive correspondence with Kathryn Simmonds re- wind turbines in Swaffham
 - (c)****To receive copies of letters to SCALGA.
- (d)** To receive any late correspondence for information only.

13.2**To receive and consider letter from the British Humanist Association regarding the chapel at Swaffham Cemetery being out of use for public ceremonies.

13.3**To receive and consider correspondence with Norfolk Primary Care Trust.

13.4**To receive and consider details from the Norfolk Training Partnership for free Introductory Sessions aimed at new Councillors on Tuesday 12th June 2007, 7 for 7.30pm.

13.5**To receive and consider notification from East of England Regional Assembly (EERA) regarding Regional Gypsy and Traveller Public Engagement Event (Norfolk – County Hall, Norwich 22nd May 2007 at 2.00pm) consultation on an issues and option document published on 8th May.

13.6**To receive and consider correspondence with R.S. Ross regarding police and environmental health issues in Whitsands Road.

13.7**To receive and consider request to keep chickens on allotment site 86 Shouldham Lane from Mr. Dearman.

13.8**To receive and consider notification (and possible attendance) of forthcoming meetings regarding Norwich Unitary Status NCAPTC.

14. To receive progress reports from COMMITTEES

- 14.1 Finance & General Purposes – next meeting 25th July 2007.
- 14.2 Open Spaces & Amenities – next meeting 6th June 2007
- 14.3 Planning – no meetings scheduled.
- 14.4 Recreation Ground - next meeting 6th June 2007 – to receive and discuss proposals for the friends of the recreation ground.
- 14.5 Town Group – next meeting 21st May 2007.
- 14.6 Personnel – next meeting 19th September 2007.

15. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

- 15.1. To receive Community Group, Club, Charity, Society or Agency reports to include:-**
- **Tourism Association
 - **Health Forum

16. BRECKLAND COUNCIL.

- 16.1 To receive the following Breckland Council correspondence for information only:-**
- (a)** To receive and record election results for Breckland and Town Council.
 - (b)**To receive Breckland Community News.
 - (c) To receive any late Breckland correspondence for information only.

16.2 To receive Breckland Councillor reports.

17. NORFOLK COUNTY COUNCIL.

- 17.1****To receive the following County Council correspondence for information only:-
- (a) To receive notification from Mott MacDonald regarding A1065 Station Street/Castleacre Road – Surfacing Scheme to commence on 14th May for approximately eight weeks, with a road closure in Station Street required for up to two weeks from 4th June.
 - (b) To receive important update – Norfolk County Council Recycling Centres.
 - (c) To receive any late County Council correspondence for information only.

17.2 To receive and consider details of Possible changes to local government in Norfolk: Government Consultation on Norwich City unitary.

17.3 To receive County Councillor report.

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

- 18.1 Monday 21st May 2007 – **Town Group** (N.B. postponed until Monday 18th June 2007)
- 18.2 Wednesday 6th June 2007 – **Recreation Ground Committee** at 6.30pm (in the Assembly Rooms)
- 18.3 Wednesday 6th June 2007 – **Open Spaces & Amenities Committee** at 7.30pm (in the Assembly Rooms)
- 18.4 Wednesday 13th June 2007 – **Annual Meeting Full Council** at 6.45pm (*in the Assembly Rooms*).

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

19.1. To receive and consider confidential report from the Town Clerk regarding Museum costs.

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

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