



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 10th October 2007 at 6.45 p.m.** at the Assembly Rooms, Swaffham

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

Michelle Meyrick
Deputy Town Clerk

[Summons issued on Thursday 4th October 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 10th October 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 and consider nominations for the post of Deputy Mayor.

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

4. To receive a POLICE REPORT – PCSO Paul Frostwick will be in attendance.

5. To receive and/or agree the MINUTES:

5.1** Wednesday 12th September 2007 – Full Council.

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

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

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

6.3 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/2007/1192/A Consent to display advertisements granted for externally illuminated shop sign and projecting sign. Boots, Market Place	3PL/2007/1253/F Planning permission granted for front and rear extensions. 1 Longfields. Mrs. M.A. Crossley.
3PL/2007/ 1738/F – Letter received relating to The Paddocks explaining why the application was granted, as this differed to the Town Council who objected.	

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

a) 3PL/2007/1463/F Conservatory to rear and side of property. 35 Brancaster Way. Mr. Richard Cornhill.	b) 3PL/2007/1372/CU Change of use from shop to domestic two bed flat. 4 Castleacre Road. Mrs. M. Timmins.
c) 3PL/2007/1379/F Revisions to PP ref. no 3PL/2006/1328 relocation of double garage. Purbeck House. Mr. & Mrs. Aynsley.	d) 3PL/2007/1480/LB Conversion of barn to dwelling (revised design – re-submission. Unit 1, Wood Farm, North Pickenham Road. Miss. M. Taylor
e) 3PL/2007/1517/O One dwelling and garage. Land adjacent 1 Low Road. Mr. M. Smith.	f) 3PL/2007/1380/F Wooden cladding to part of front and side elevations. 9 Pit Lane. Mr. & Mrs. Bryce.
g) 3PL/2007/1436/H Full application for 135 dwellings, access and associated works and outline for residential development and associated works. Land to the East of Brandon Road. Gladedale.	h) 3PL/2007/1561/A 1 x illuminated fascia sign & 1 projecting sign. 69 Market Place. Barclays Bank Plc.
i) 3PL/2007/1549/O Erection of single storey dwelling. 45 Watton Road (land rear of 8 Oaks Drive). Oakwood Property Service.	k) 3PL/2007/1577/F Proposed alterations & extension. 42 Mill Farm Nurseries. Mr. & Mrs. B. Reynolds.

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.

Enforcement Action – correspondence received relating to signage at McColls.	
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8. FINANCE:

8.1 To approve Accounts for Payments for October 2007.

8.2 **To receive and consider a letter from Mr. E. Heritage of the Royal Naval Association regarding possible addition to the War Memorial.

8.3 **To receive and consider details relating to payments from the Rural Payments Agency and allotments from Mr. H. Marshall.

9. To receive GENERAL CORRESPONDENCE:

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

- (a)** **To receive correspondence with V.M. Gent regarding Picnic Site 105, Swaffham Woods. This has been passed on to the Forestry Commission.
- (b)** **To receive correspondence with Ivan Bubbear regarding Swaffham Community Hospital.
- (c)** **To receive crime number for criminal damage on Recreation Ground – Norfolk Constabulary.
- (d)** **To receive e-mailed correspondence with Ivan Bubbear regarding the Town Centre Toilets.
- (e)** **To receive copy of e-mailed correspondence with Martin Hickey regarding the Tourist Information Centre.
- (f)** **To receive circular letter from Kathleen Kelliher of Defra regarding “Ways to tackle climate change” a new guide for Parish & Town Councils.
- (g)** **To receive ‘Town and Parish Standard’ September 2007 a journal/newsletter from the Standards Board for England.
- (h)** To receive any late correspondence for information only.

- 9.2.**** To receive and consider request from Churches Together in Swaffham for a 'Living Crib' on Saturday 22nd December at the Buttercross.
- 9.3.**** To receive and consider representation at 'Have your say' Inside Justice Week – Norfolk Criminal Justice Board – Wednesday 7th November 9am – The Kings Centre, Kings Street, Norwich.
- 9.4.**** To receive and consider press release from Christopher Fraser MP regarding a call for stakeholder meeting as next step in campaign to save Swaffham Community Hospital.
- 9.5.**** To receive and consider a letter from Mrs. V. Mann regarding various issues including the need for a garden in the town where people could eat their sandwiches etc.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	3 rd October 07	5 th Dec 07	N.B. The next Finance meeting is the Budget meeting. Budget
10.2 Open Spaces & Amenities Committee	19 th Sept 07	7 th Nov 07	Recommendation to consider changes to Honorary Citizen criteria and annual Citizen of the Year Competition.
10.3 Planning	1 st Oct 07		
10.4 Recreation Ground Committee	4 th July 07	19 th Sept 07	Report on progress of grant applications and forthcoming competition.
10.5 Town Group	9 th July 2007	15 th Oct 07	
10.6 Personnel Committee	19 Sept 07	24 th Oct 07	Personnel training Thursday 4 th October 9.30am – 12.30pm at Downham Market
10.7 Market Committee	17 th Sept 07	26 Nov 07	Progress report and information to consider relating to the auction site.
10.8 Youth Council	10 th Sept	29 th Oct	

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

12. BRECKLAND COUNCIL.

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

(a)** To receive copy of correspondence with J.L. Dwyer regarding 'Booze Busters' sign – passed on to the enforcement officer at Breckland Council.

(b)** To receive copy of e-mailed correspondence with Peter Dinsmore (Policy Officer, Equalities) Breckland Council regarding request made by Mrs. S. Bowhay.

(c)** To receive letter from Chief Executive Trevor Holden and action points from previous meeting.

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

12.2 **To receive and consider details from the Open Spaces Society relating to a recent inspection of Swaffham footpaths and representations made to Norfolk County Council.

12.3 * To consider consultation paper on introducing a scheme for licensing Houses in Multiple Occupation.

12.4 To receive Breckland Councillor reports.

13. NORFOLK COUNTY COUNCIL.

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

(a) **To receive copy of notification for A1065 Castle Acre Road junction with A47 Westbound slip road provision of right turn lane. – start of works on 8th October 2007.

(b) **To receive details of temporary traffic order affecting Ash Close from 24th October for 2 days.

(c) **To receive details of Speed Awareness Message (SAM).

(d) **To receive notification of Theatre Street Footway Improvements to commence on 8th October 2007 programmed for six weeks.

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

13.2 **To receive and consider correspondence relating to Hanging Baskets and Christmas Lighting situated on Street Lighting columns.

13.3 **To receive and consider e-mailed correspondence from Cllr D. Harman regarding Konnect town bus service via Heathlands.

13.4 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 Monday 15th October 2007 - **Town Group** at 7pm (*Town Hall*).

14.2 Wednesday 24th October 2007 – **Personnel Committee** – 9am (*Town Hall*).

14.3 Wednesday 7th November 2007 – **Open Spaces Committee** – 6.30pm (*Town Hall*).

- **Recreation Ground Committee** – 7.30pm (*Town Hall*).

14.4 Wednesday 14th November 2007 – **Full Council** at 6.45pm (*Assembly Rooms*).

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 Deputy Town Clerk.

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

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