



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 September 2008 at 6.45 p.m. at the Town Hall, Swaffham**

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

Richard Bishop

Town Clerk

[Summons issued on Thursday 4th September 2008]

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 September 2008 at 6.45pm in the Town Hall, Swaffham

1. To receive APOLOGIES & REASONS FOR ABSENCE.

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

3. To receive and consider POLICE ISSUES

3.1** To receive Police related correspondence for information only.

3.2 To receive and consider responding to the “Policing Green Paper from the Neighbourhood to the National: Policing our Communities Together”. The deadline for responses is 10th October 2008.

3.3 To receive updated correspondence and maps showing proposed Designated Public Places.

3.4 To receive a verbal report from a local PC or PCSO on police matters for the past month.

4. To receive MAYORS’ REPORT

4.1 To receive a report on Civic Events attended by the Mayor.

4.2 To receive and consider urgent reports at the Mayor’s discretion - prior notice must be given.

4.3 **To welcome David Spencer from Breckland Council to speak briefly regarding LDF Site Specific Policies & Proposals Document. To also receive recommendations from Planning Committee and to finalise comments regarding each specific site as part of the consultation process. To also receive any correspondence relating to the LDF.

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

5. To receive and/or agree the MINUTES:

5.1** Wednesday 16th July 2008 – Full Council

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

6.1 **To update councillors on the progress of Swimming Pool Land Purchase.

6.2 To report on damage to War Memorial being rectified by ‘Kingdom’ following the filming.

6.3 To report on Civic Visit to Hemmoor later this week 12th – 15th September 2008.

6.4 To report on progress of updating the website.

6.5 To briefly report on other on-going business.

6.6 The 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/2008/0873/A Refusal of Consent to Display Advertisements. Erection of illuminated shop sign (retrospective) 91 Market Place. Mr. A. Martin.	3PL/2007/1341/F Planning permission granted for 22 dwellings for retirement occupancy. Land to the rear of the Conservative Club, London Road. Equity Holding & Investments.
3PL/2008/0998/F Planning permission granted for an erection of a conservatory. 18 The Paddocks. Mr. Garrod.	3PL/2008/1146/F Planning permission granted for a single storey extension at the front of a bungalow. 25 Whitsands Road. Mr. N.J. Solomon.
3PL/2008/1043/F Planning permission granted for a conservatory to the rear of the property. 1 Church Spinney. Mr. Michael Smith.	3PL/2008/1002/F Planning permission granted for the conversion of existing garage into living accommodation & extension to dwelling for garage. 4 Low Road. Mr. R. Farmer.
3PL/2008/0964/F Planning permission granted for the installation of new mechanical plant to existing hard surface area at rear of store. Waitrose Swaffham, Castle Acre Road. Waitrose Ltd.	3PL/2008/0785/F 17 – 19 Station Street. Change of use A1 (shop) (restaurant) and a5 (hot food) takeaway) – Mr. Irfan Kucuk/ Notification that the application has been withdrawn

7.2 To receive and consider the following planning applications:-

a) 3PL/2008/0954/F Demolish old boundary wall and rebuild. Sunset, Princes Street. Mr. J. Marenghi.	b) 3PL/2008/1250/F Subdivision of existing site & construction of new chalet style dwelling, complete with new access off White Cross Road. 9 Beech Close. Mrs. Judy Anscombe.
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7.3 To receive & comment on any late applications received at the Mayor's discretion.

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

(a) Ref: Application 3PL/2008/0165/CU 44 Market Place. The Town Council's letter of objection and the Planning Inspectorate's letter stating that the appeal has been withdrawn.	(b) A letter received from Development Services Manager Phil Daines, regarding new procedure regarding the determination of planning applications.
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7.5 To receive and consider circular letter from East of England Regional Assembly regarding the Review of the East of England Plan – consultation on draft project plan and statement of public participation.

8. FINANCE:

8.1 **To approve Accounts for Payments for August/September 2008.

8.2 **To receive & consider actions to take from ROSPA play area safety inspection report on 29th June 2008 received on 30th July 2008.

8.3 **To receive & consider Action for Market Towns Convention 2008 – at Skipton on 1st and 2nd October 2008.

8.4 **To receive and consider request from P & H Plants for 9 weeks refund of Market Rent.

8.5 **To receive and consider further information relating to damaged Memorial Stone of Mr. & Mrs. Giddins and correspondence with Mrs. L.A. Moran.

8.6 **To receive and consider request from Miss. S. Askew an allotment holder at 102 Magazine Field regarding various issues including broken gates and general cultivation.

8.7 To consider the principle of making a contribution from the match funding budget towards a display of Twinning memorabilia in the corridor leading to the Jack Sampson Room, the Council Chamber, the Museum and the first floor lifting platform.

8.8 To receive a report from the Town Clerk on the matter of cash-flow, temporary overdraft facility and forthcoming budget timetable for 2009/2010.

9. To receive GENERAL CORRESPONDENCE:

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

- (a) **To receive Local Works paper on Sustainable Communities Act Schedule.**
- b) **To receive copy of correspondence granting permission for Swaffham Players to have a bric-a-brac stall outside the Methodist Church on Saturday 27th September 2008.**
- (c) **To receive correspondence from solicitor W.F. Smith for small pockets of land relating to the Shambles and a copy of the title information.**
- (d) **To receive details from Macmillan Cancer Support and their annual event the World's Biggest Coffee Morning on 26th September 2008.**
- (e) **To receive notification Dereham, Watton & Holt Citizens Advice Bureau on 18th September 2008, Agenda for the meeting and annual report.**
- (f) ** To receive letter from Eileen Connolly in response to being given notice to quit an allotment at Tumbler Hill including a cheque for £25.**
- (g) ** To receive notification of free digital photography course at Swaffham Community Centre for 10 weeks from 19th September – Norfolk Rural Community History Arch.**
- (h) ** To receive information relating to a BT national programme for payphone provision and the retention of red kiosks, without the payphone, for historical and aesthetic reasons.**
- (i) ** To receive e-mailed correspondence with Age Concern re-health and safety at their events.**
- (j) ** To receive copy of anonymous information regarding living in caravans.**
- (k) To receive any late correspondence for information only.**

9.2 ** To receive and consider Draft Proposals for unitary local government in Norfolk & Suffolk – The Boundary Commission. To consider making comments before the consultation period ends on 26th September 2008, taking into account attendance of various briefings, seminars or meetings since July.

9.3 ** To receive and consider request for a Market pitch on 4th October 2008 for Business Link East Rural Outreach Project – Autumn, from Work House Ltd.

9.4 ** To receive correspondence regarding the Tourist Information Centre at the Museum from David Impey of Lydney House.

9.5 ** To receive and consider e-mail from Nicholas Ashford regarding the closure of toilets at the Assembly Rooms.

9.6 ** To receive and consider letter of thanks from Swaffham Bowls Club and an invitation should any member of the Council wish to visit the site of their new changing rooms.

9.7 ** To receive agenda and notification of the Norfolk Association of Local Councils AGM at Poringland on Saturday 20th September 2008 at 10.30am – consideration of attendance.

9.8 ** To receive and consider e-mailed correspondence from Richard M. Wilkin regarding illegal parking and untaxed vehicles in the town.

9.9 ** To receive and consider letter from Hamond's High School and Swaffham College – regarding work experience placement July 2008 and the new enrichment programme starting in September.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	30 th July 08	1 st Oct 08	
10.2 Open Spaces & Amenities Committee	3 rd Sep 08	19 th Nov 08	
10.3 Planning	21 st July 08		
10.4 Recreation Ground Committee	3 rd Sept 08	19 th Nov 08	
10.5 Town Group	16 th June 08		
10.6 Personnel Committee	14 th July 08		
10.7 Market Committee	30 th June 08	29 th Sep 08	
10.8 Youth Council	14 th July 08	20 th Oct 08	

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 circular letter informing the Council that the Rural Enterprise Valley Project is coming to an end in September 2008.
- (b)** To receive copy of permission for Business to use part of Market Place Car Park on 2nd October.
- (c)**To receive circular letter, interests flowchart & 1st edition of Town & Parish Council newsletter – July 08.
- (d)**To receive copy of letter from Icen Partnership to Breckland informing of a change of premise licence holder to Dennis Tallon.
- (e) **To receive e-mailed report from Matt Attherton regarding issues raised by the Town Clerk at the regular bi-monthly street scene meeting.
- (f) **To receive e-mailed correspondence regarding Town Clerk's meeting with Trevor Holden, Chief Executive on 23rd September.
- (f) To receive any late Breckland correspondence for information only.

12.2 To receive and consider Councillor attendance of Breckland Council Forum/Open Evening at Richmond Park Golf Club in Watton on Tuesday 14th October 2008 at 7pm.

12.3 To receive and consider correspondence from Mr. J. Shirley regarding Gypsy/Traveller sites.

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 'Norfolk Matters' September 2008 – newsletter for Norfolk County Council.
- (b) **To receive acknowledgement of Car Boot Sales/Market Code of Practice.
- (c) **To receive copy of correspondence regarding a complaint received of an overgrown Oak tree.
- (d) **To receive letter of thanks for trimming Lime Trees on Campingland.
- (e) **To receive notification of re-organised local bus services in Swaffham.
- (f) **To receive notification of Hazardous Household Waste Amnesty Days 2008.
- (g) **To receive announcement of Unitary proposals from the Boundary Commission.
- (h) To receive any late County Council correspondence for information only.

13.3 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 29th September 2008 – **Market Committee** at the Town Hall

14.2 Wednesday 1st October 2008 – **Finance & G.P. Committee** at the Town Hall.

14.2 Wednesday 8th October 2008 – **Full Council** – 6.45pm at the 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 and correspondence with Brown & Co regarding the proposed sale of allotment land.

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

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