



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 March 2008 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 Thursday 6th March 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 12th March 2008 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 announce the award of Honorary Citizen to be presented at the Mayor's Reception at the Assembly Rooms on Friday 18th April.

3.2. 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.

4.1** To receive correspondence with Police re-attendance at meetings and information regarding safer neighbourhood scheme.

5. To receive and/or agree the MINUTES:

5.1** Wednesday 13th February 2008 – Full Council.

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

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

6.2 To give a progress report in respect of the Bowls Club project for new changing rooms.

6.3 To give a progress report regarding the additional wording on the War Memorial, (RNA/RBL).

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/2007/2045/CU Planning permission granted for the change of use from snooker hall to social centre (retrospective). Theatre Street. Joaquim Manuel Da Silva.

3PL/2007/1517/O Outline planning permission granted for one dwelling and garage. Land adjacent 1 Low Road. Mr. M. Smith.

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

a) 3PL/2007/2029/F Erection of Bungalow for farm manager of both sites. Silver Drift Farm, Kings Lynn Road, Banham Poultry Ltd.

b) 3PL/2008/0145/F Two storey extension to side & single storey extension to front. 3 Botwright Drive. Mr. D. Rowland.

c) 3PL/2008/0165/CU Change of use to A2 (eg professional, financial services, bookmaker). 44 Market Place, Zargon Ltd.

d) 3PL/2008/0185/F Redevelopment to form 26 sheltered apartments, communal facilities, car parking & landscaping. 108 London Street & 110 Brandon Road. McCarthy & Stone Developments Ltd.

e) 3PL/2008/0240/LB and 3PL/2008/0239/A Resubmission for illuminated sign over existing shop front. 25 Market Place. B4 Industrials: Units P & Q	f) 3PL/2008/0247/F Replacement of existing asbestos clad dressing rooms with 2 refurbished & link steel clad portable buildings. Myers Playing Field, Shoemakers Lane. Swaffham Town Council.
g) 3PL/2008/0186/F Change of approved houses on plots 2 & 4 to bungalows. Land South of Norwich Road. Walnut Farm Developments Ltd	h) 3PL/2008/0310/F Rear porch and conservatory extension. 2 Rose Cottage, Shouldham Lane. Mr. & Mrs. T. Cotton.
i) SP/Y/2008/3003 Replacement windows and doors. Westfield HFE, Westfield Road. Norfolk County Council.	

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.

7.5**To consider correspondence between Mr. & Mrs. Doran and Breckland Council in respect of Walnut Farm Development, South of Norwich Road.

7.6** To welcome Jamie Bird from Abel Homes, for a development at Castle Acre Road – to discuss their latest proposals and answer any questions.

8. FINANCE:

8.1 **To approve Accounts for Payments for March 2008.

8.2 **To receive notification of registered title, three small areas of 'The Shambles – W.F. Smith & Co.

8.3 **To receive notification from Norfolk County Council that grant offer of 40% for Northwell Pool is to be deferred into 2008/09

8.4 **To receive and consider draft agreement with Anglian Water for management of Northwell Pool.

8.5 **To receive request from Mr. C. Finch re-fencing of his allotment at Tumbler Hill.

8.6 **To receive and consider estimates for the access tracks to the allotments and further consider report for the sale of eight and a half acres of surplus allotment land.

8.7 *To ratify Section 137 grant of £200 to the Garden Science Trust (late item February meeting).

8.8 *To formally approve the draft Service Level Agreement for the TIC Service (no decision February meeting).

8.9 ** To formally approve the draft lease for Swaffham Museum Ltd.

9. To receive GENERAL CORRESPONDENCE:

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

(a) **To receive e-mailed correspondence with Mr. Pigott allotment holder at Tumbler Hill regarding access.

b) **To receive copy of NCAPTC newsletter 'Norfolk Link'.

(c) **To receive various e-mailed correspondence relating to the TIC.

(d) **To receive correspondence with Ivan Bubbear re-Annual Town Assembly.

(e) **To receive correspondence with Monica C. Ericsson re-carbon neutral Development and press cuttings.

(f) **To receive correspondence regarding Veterans Day Parade.

(g) **To receive notification of bric-a-brac stall outside Methodist Church 16th August 2008.

(h) To receive any late correspondence for information only.

- 9.2**** To receive and consider notification of changes at Norfolk County Association of Parish & Town Councils (NCAPTC) including retirement of the Executive Officer Stuart Chaplin.
- 9.3**** To receive and consider letter regarding Northwell Pool from Mrs. Stanley.
- 9.4**** To receive and consider correspondence from Sue Chittock and Anne Tigue regarding the general behaviour of Councillors at the February meeting.
- 9.5**** To receive and consider public consultation on draft policy 'Planning for Gypsy and Traveller Accommodation in the East of England' – East of England Regional Assembly.
- 9.6**** To receive notification of NCAPTC meeting with the Boundary Committee on Thursday 13th March at County Hall, Norwich.
- 9.7**** To receive and consider notification of two workshops on the Boundary Committee's forthcoming review on 19th and 20th March at Lyng and Norwich respectively.
- 9.8**** To receive and consider NRCC Council Meeting – Post Office Closures on 26th March 7pm – 9pm at Aylsham Town Hall.

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	31 st Mar 08	
10.2 Open Spaces & Amenities Committee	5 th Mar 08		
10.3 Planning	5 th Mar 08		<p>** To receive copy of Town Council's response to the Matthew Taylor Review of Affordable Housing.</p> <p>To receive report on Local Development Framework – Regulation 26 Preferred Options Consultation on the Core Strategy and Development Control Policies Development Plan Document – consultation period ended 10th March 2008.</p> <p>To receive report on Norfolk Minerals and Waste Local Development Framework Core Strategy and Development Control: Preferred Options Stage; & Minerals & Waste Allocations: Issues and Options Stage consultation period ends on 28th March 2008.</p>
10.4 Recreation Ground Committee	27 th Feb 08	26 th Mar 08	** To receive notification of Section 106 money for off-site Open Space Contribution, earmarked for the MUGA at the Recreation Ground.
10.5 Town Group	30 th Jan 08	7 th Apr 08	
10.6 Personnel Committee	19 Sept 07		
10.7 Market Committee	28 th Jan 08	28 th Apr 08	
10.8 Youth Council	3 rd March 08	17 th March 08	

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

a) To include clarification by the Town Clerk of financial issues raised at the February meeting in relation to the reports received by Swaffham Museum Ltd and subsequent press reports and correspondence.

12. BRECKLAND COUNCIL.

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

(a)** To receive minutes of CCTV Focus Group meeting on 5th February 2008.

(b)** To receive notification of Changes to Planning Procedures – National Standard Planning Application Form, Validation of Applications and Further Information.

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

12.2 To receive and consider letter from Chief Executive Trevor Holden regarding regular meetings with the Town Clerk.

12.3** To receive and consider representation at a conference on engaging with and supporting migrant worker communities at Lynford Hall, Thetford – Friday 28th March 9.30am – 3.30pm

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 correspondence from Jason Glasspoole Highway Engineer to Mr. R.M. Wilkin regarding issues in the Town Centre.

(b) To receive e-mailed correspondence regarding footpath in Providence Terrace.

(c) To receive information relating to Care Choice Ltd who have produced a new directory to help people find The right care for themselves or a relative.

(b) 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 Monday 17th March 2008 – **Chairmanship/Training** at 7pm in the Town Hall.

Youth Council at 6.30pm on the Town Hall (Room 1)

14.2 Monday 31st March 2008 – **Relief in Need** at 7.00pm Town Hall

Finance & General Purposes Committee at 7.45pm at the Town Hall

14.3 Monday 7th April 2008 – **Town Group Workshop** 7pm – 9pm at the Assembly Rooms

14.4 Wednesday 9th April 2008 – **Full Council** at 6.45pm at the Town Hall.

14.5 Monday 14th April 2008 – **Public meeting re-Sport & Leisure** – 7.00pm at the Assembly Rooms.

14.6 Tuesday 15th April 2008 – **Annual Town Assembly** 7.00pm at the Assembly Rooms

14.7 Friday 18th April 2008 – **Mayor's Reception** – Assembly Rooms.

14.8 Thursday 24th & Friday 25th April 2008 – **SLCC Larger Councils Conference** – London.

14.9 Monday 28th April 2008 - **Market Committee** – 7pm 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 the Town Clerk.

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

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