



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 the Annual meeting of the Town Council to be held on **Wednesday 14th May 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 8th May 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 the Annual meeting of the Full Council on Wednesday 14th May 2008 at 6.45pm in the Town Hall, Swaffham

PART ONE – ANNUAL MEETING & FULL COUNCIL

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)

PART TWO – ANNUAL MEETING

3. To receive retiring MAYORS' REPORT

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

4. To receive, consider and agree ANNUAL APPOINTMENTS & POLICIES FOR 2008/09

4.1 To receive and consider nominations for Mayor for 2008/09.

4.2 To receive brief address by the newly elected Mayor.

4.3 To receive and consider nominations for Deputy Mayor for 2008/09.

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

4.4.i. Finance & General Purposes

4.4.ii. Open Spaces & Amenities

4.4.iii. Recreation Ground

4.4.iv. Town Group

4.4.v. Market

4.4.vi. Planning

4.4.vii. Personnel (Mayor, Deputy Mayor, Past Mayor + one substitute)

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

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

PART THREE – FULL COUNCIL

5. To receive MAYORS' REPORT

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

6. To receive a POLICE REPORT

6.1** To receive Police related correspondence.

7. To receive and/or agree the MINUTES:

7.1** Wednesday 9th April 2008 – Full Council

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

- 8.1 To update councillors on the progress of Swimming Pool Land Purchase.
- 8.2 To give a progress report in respect of the Bowls Club project for new changing rooms.
- 8.3 To briefly report on other on-going business.
- 8.4 The Town Clerk to receive questions on ongoing business for exchange of information only.

9. PLANNING/DEVELOPMENT CONTROL:

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

3PL/2008/0186/F Planning permission granted for change of approved houses on plots 2 and 4 to bungalows. Land South of Norwich Road. Walnut Farm Developments Ltd.	3PL/2008/0165/F Refusal of Planning Permission for change of use to A2 (eg professional, financial services, bookmaker). 44 Market Place. Zargon Ltd.
3PL/2008/0205/F Refusal of planning permission for small barn to house tractor & grass cutting equipment. Greenacres, Westacre Road. R.S. Vit.	3PL/2008/0239/A Consent to display advertisements granted for the erection of an externally illuminated shop sign. 25 Market Place. B4 Industrials.
3PL/2007/0240/LB Listed Building Consent granted for illuminated sign over existing shop front. 25 Market Place. B4 Industrials.	3PL/2007/1899/F Planning permission granted for permanent use of temporary building & access & associated alterations. Medeshamstede Education Trust.
Y/3/2007/3015 Planning permission granted for the extension to form Children's Centre with formation of hard play area. Swaffham Infant School, White Cross Road. Norfolk County Council.	Y/3/2008/3003 Planning permission granted for replacement of external windows and doors. Westfield Home for the Elderly, Westfield Road. Norfolk County Council.

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

a) 3PL/2008/0185/F AMENDMENT Redevelopment to form 26 sheltered apartments, communal facilities, car parking & landscaping. 108 London St and 110 Brandon Road. McCarthy & Stone Developments Ltd.	b) 3PL/2008/0401/F Erection of terrace of 3 cottages and double garage for 19 Lynn Street. Mr. B. Ripper.
c) 3PL/2008/0534/F Single storey extension to dwelling. 64 Southlands. Mr. T. Bracken.	d) 3PL/2008/0612/F Front/rear extensions & detached garage. Iona, Bears Lane. Mr. & Mrs. T. Rowe.
e) 3PL/2008/0615/F Siting of mobile home (renewal). Beechcroft, Lynn Road. Mrs. Jean Poulter.	f) 3PL/2008/0621/F Erection of conservatory to rear of property. 18 Lee Warner Road. Mr. Yerrill.
g) 3PL/2008/630/F New gym & classroom wing & alterations to existing school block to create a permanent new building. Turbine Way Eco-tech Business & Innovation Park. The Medeshamstede Education Trust.	h) 3PL/2008/0731/F Extension to rear of house. 2 Rollesby Avenue. Mr. & Mrs. N. Bangay.

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

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

9.5 **To receive notification of Planning Committee meeting on Thursday 15th May 2008 at 7pm to meet with representatives of Abel Homes.

10. FINANCE:

10.1 **To approve Accounts for Payments for May 2008.

10.2 **To receive and consider estimate for structural inspection of Northwell Pool Retaining Wall.

- 10.3** **To receive and consider estimates for access related improvements/alterations to Town Hall.
- 10.4** **To receive and consider a report by the Town Clerk following a request from and a meeting with KLARS for accommodation and grant assistance to support a drop in for migrant workers at Swaffham Town Hall.
- 10.5** To receive report from the Town Clerk on various on-going financial issues. Renewal of Insurance Policy, refund of fee from Icen Partnership for Mayor's reception, completion of works at Museum, final account for Town Hall extension and appointment of Quantity Surveyor.
- 10.6**** To receive details and consider representation at the Norfolk Planning Conference – Thursday 12th June 2008 10.00am – 3.30pm at the Assembly Rooms.
- 10.7****To receive details and consider representation at the Civic Visit to Hemmoor (Germany) 12th – 14th September 2008.
- 10.8****To receive and consider report from Town Clerk, related correspondence and estimate on the combined alarm system for the Town Hall and Museum; to give consideration to separating the system into two which would allow separate call outs..
- 10.9**** To receive and consider NCAPTC Initial Training for Clerks and Councillors May/June 2008.
- 10.10****To receive and consider details of an event following the appointment of Mazars as auditors for all Norfolk Parish & Town Councils – 'Ask the Auditor' 10am – 12.30pm East Tuddenham Village Hall Wednesday June 4th 2008.

11. To receive GENERAL CORRESPONDENCE:

- 11.1**** To receive the following correspondence for information only.
- (a) **To receive letter of thanks from the Royal Naval Association regarding the Town Council's contribution towards the plaque on the War Memorial & preparation for the Veterans Day unveiling on 29th June.
- (b) **To receive notification of Voluntary Norfolk (previously known as Norwich & Norfolk Voluntary Services) and West Norfolk Voluntary and Community Action. The new organisation will be known as Voluntary Norfolk.
- (c) **To receive correspondence from Mrs. E. Thomas related to the Cemetery Groundsman.
- (d) **To receive report from Christopher Fraser MP.
- (e) To receive copy of NCAPTC journal 'Norfolk Link'.
- (f) **To receive circular letter and information relating to the Local Government Review from the Borough Council of King's Lynn & West Norfolk.
- (g) To receive any late correspondence for information only.

- 11.2**** To receive and consider request from Mrs. P. E. Stone to erect plaque in memory of Mr. Dennis Coleman on the new seat erected at Northwell Pool Road.
- 11.3**** To receive and consider request from Mr. Barrie Palmer for a meeting to discuss the lack of car parking facilities at Campingland Surgery.
- 11.4****To receive and consider request for permission to erect 8' x 8' Greenhouse at Plot 21 Four Acres Field Allotment for Mr. D.L. Fountain.

- 11.5**** To receive and consider request to place an 8' x 6' caravan on Plot 45 Tumbler Hill allotments for Mr. Claxton.
- 11.6****To receive details of consultation for improving access to Primary Care in Norwich and consider response during the period 14th April – 4th July 2008.
- 11.7****To receive and consider request and information from Animal Aid to adopt Animal Aid's Compassionate Charter.
- 11.8****To receive and consider nominations for officers and resolutions(by 25th July) for the AGM of NCAPTC to be held on Saturday 20th September 2008.
- 11.9****To receive and consider representation (two per Council) of Boundary Committee Review Presentation of Concepts at the Eco-Tech Centre on Monday 19th May (notification by 15th May).
- 11.10****To receive and consider invitation to Larger Councils meeting at Thorpe St. Andrew Town Council on Wednesday 28th May 2008 (attended by the Town Clerk and the Mayor).

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
12.1 Finance & General Purposes Committee	31 st Mar 08	30 th July 08	
12.2 Open Spaces & Amenities Committee	5 th Mar 08	28 th May 08	N.B. NEW DATE for the next meeting.
12.3 Planning	5 th Mar 08	15 th May 08	Meeting with Abel Homes Ltd
12.4 Recreation Ground Committee	16 th Apr 08		**To receive and consider report from the Town Clerk regarding the proposal for a WREN grant application to gain funding to build a Community Building on the Recreation Ground.
12.5 Town Group	7 th Apr 08	16 th June 08	
12.6 Personnel Committee	18 th Mar 08		There are personnel issues to discuss at item 17.2
12.7 Market Committee	28 th Apr 08	30 th June 08	Next meeting is the annual traders meeting.
12.8 Youth Council	21 st Apr 08		

13. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

14. BRECKLAND COUNCIL.

14.1 To receive the following Breckland Council correspondence for information only:-
 (a)** To receive copy of letter from Breckland Council to Mrs. Johnstone regarding public toilets.
 (b) To receive any late Breckland correspondence for information only.

14.2 To receive Breckland Councillor reports.

15. NORFOLK COUNTY COUNCIL.

- 15.1**** To receive the following County Council correspondence for information only:-
- (a) To receive copy of the County Council newsletter 'Norfolk Matters' Spring edition 08.
 - (b) To receive copy of the County Council newsletter 'Norfolk Matters' May 08 Executive Summary.
 - (c) To receive any late County Council correspondence for information only.

15.2** To receive details on 'More choices, Better choices' a consultation document relating to Older people and carers. Deadline for response is 31st May 2008.

15.3** To receive a request for improved street lighting related to the Watton Road crossing on the path running between Watton Road and Partridge Grove.

15.4 To receive County Councillors report.

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

16.1 Thursday 15th May 2008 – **Planning Committee (Abel Homes)** – 7.00pm at the Town Hall.

16.2 Wednesday 28th May 2008 – **Open Spaces Committee** 7.00pm at the Town Hall.

16.3 Wednesday 11th June 2008 – **Full Council** – 6.45pm at the Town Hall.

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

17.1. **To receive and consider confidential report from the Town Clerk regarding the proposed sale of allotment land.

17.2. To receive and consider report from the Town Clerk regarding on-going personnel issues.

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

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