



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 16th July 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 10th July 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 16th July 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.

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 a POLICE REPORT

3.1** To receive Police related correspondence.

3.2 To receive and consider report relating to Section 17 of the Crime & Disorder Act 1998 and Designated Public Places

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.

5. To receive and/or agree the MINUTES:

5.1** Wednesday 11th June 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 receive an update on the KLARS drop in project at the Town Hall.

6.3.** To receive information re: Draft proposals for unitary local government in Norfolk.

6.4 To briefly report on other on-going business.

6.5 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/2008/0612/F Planning permission granted for front/rear extensions & detached garage. Iona, Bears Lane. Mr. & Mrs. T. Rowe.	3PL/2008/0727/F Planning permission granted for proposed conservatory. Plot 2, Meadow Way, Tumbler Hill. Mr. & Mrs. Ponsford.
3PL/2008/0630/F Planning permission granted for new gym & classroom wing & alterations to existing school block to create a permanent new building. Turbine Way Ecotech Business & Innovation Park. The Medemstede Education trust, Breckland Park School.	3PL/2008/0401/F Planning permission granted for erection of 3 no cottages and double garage for 19 Lynn Road. Chifchaff, 19 Lynn Road. Mr. B. Ripper. **A letter of explanation received from Breckland Council explaining a decision contrary to the comments made by the Town Council.
3PL/2008/0345/F Planning permission granted for the demolition of redundant warehouse building & house for the erection of 51 dwellings. Bernard Matthews Hatchery, Castle Acre Road. Abel Homes Ltd.	3PL/2008/0731/F Planning permission granted for the erection of an extension to rear of house. 2 Rollesby Avenue. Mr. & Mrs. N. Bangay.

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

a) 3PL/2008/0669/F Rear extension. 40 Montagu Close. Mr. & Mrs. A.P. Potter.	b) 3PL/2008/0873/A Erection of illuminated shop sign (retrospective). Mr. A. Martin.
c) 3PL/2008/0835/F Proposed single storey addition & demolition of existing garage. 5 Adastral Place. Mr. B. Law.	d) 3PL/2008/0924/F Alterations & extension to dwelling. 24 Adastral Place. Mr. D. Tye.
e) 3PL/2008/0979/F Conservatory to the rear of the property. 105 Southlands. Mr. John Illingworth.	f) 3PL/2008/0873/A Erection of illuminated shop sign (retrospective). Mr. A. Martin.
g) 3PL/2008/0964/F Installation of new mechanical plant to existing hard surface area at rear of store. Waitrose	h) 3PL/2008/0638/LB & 0639/F Conversion of stable block to residential development - 4 units and access drive

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.

ENF/2008/0178/PAR **Marlow, The Campingland, Conservation area, new structure. Permitted development rights exceeded.	ENF/2008/0155/PAR **Brake Hill (off Brandon Road), residential caravan. No application received for the caravan.
--	---

8. FINANCE:

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

8.2 **To receive & consider request to provide a dog bin on grassed area of Haspalls Road/Globe Hill.

8.3 **To receive & consider information from the Business & Retail; Forum relating to Christmas events on 6th & 7th December.

8.4 **To receive and consider draft local Government Pension Scheme Policy Statement and copy of Employers Guide to Discretions.

8.5 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.

8.6. To receive and consider Statement of Accounts and Annual Governance Statement for 2007/08.

9. To receive GENERAL CORRESPONDENCE:

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

(a) **To receive copy of invitation to Town Clerk to speak on behalf of the Council at the 2nd Business Breakfast for the Business & Retail Forum on Wednesday 17th September 2008 at 7.45am at the Legend Coffee Shop.

(b) **To receive a poem of thanks for the duck islands at Northwell Pool from D. M. B.

(c) **To receive Guide to Sustainable Communities Act & circular letter from Local Works.

(d) **To receive copy of correspondence with Mr. J. Bell regarding the public toilets.

(e) **To receive correspondence from Ernie J. Heritage of the Royal Naval Association re: War Memorial Dedication.

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

- 9.2 ** To receive and consider letter from the Business and Retail Forum regarding the Market.
- 9.3 ** To receive and consider letter from Karl Dunbar relating to the War Memorial.
- 9.4 ** To receive correspondence from Mrs P. W. Adams re: vending machines and bench, ex TIC office.
- 9.5 ** To consider nominating Evergreen Building Services for a category for the Master Builder of 2008 awards.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	31 st Mar 08	30 th July 08	
10.2 Open Spaces & Amenities Committee	28 th May 08	3 rd Sept 08	
10.3 Planning	15 th May 08	21 st July 08	Next meeting is to discuss LDF Site Specific Policies & Proposals Document – all Councillors are encouraged to attend.
10.4 Recreation Ground Committee	9 th July 08	3 rd Sept 08	** To receive notification of WREN grant application at Stage 1.
10.5 Town Group	16 th June 08		
10.6 Personnel Committee	18 th Mar 08	14 th July 2008	
10.7 Market Committee	30 th June 08		
10.8 Youth Council	2 nd June 08	14 th July 2008	

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 Breckland Council Local Code of Conduct Complaints Process & circular letter.
- (b)** To receive circular letter & information regarding litter picking equipment for Community Groups.
- (c)**To receive copy of permission to use the Market Place for a Beach Party for Icen Partnership.
- (d)**To receive copy of Information Booklet on Planning Matters & circular letter.
- (e) To record receipt of Breckland Environment Strategy 2008 – 2013.
- (f) To receive any late Breckland correspondence for information only.

12.2 To receive and consider registered title to the toilet block.

12.3. To receive and consider report from the Town Clerk on the Provisional Camera Locations for CCTV in Swaffham – Breckland review of CCTV.

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 any late County Council correspondence for information only.

13.2** To receive and consider details of reconstruction of footway with minor drainage works – link footway from Coronation Grove to Station Street footway scheme.

13.3** To receive and consider details of construction of footway between Northwell Pool and Tumbler Hill.

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 Thursday 17th July 2008 at 7pm – meeting with **BROWN & CO** at the Town Hall.

14.2 Monday 21st July 2008 at 7pm – **LDF meeting** with David Spencer at the Town Hall.

14.3 Wednesday 23rd July 2008 at 7pm – **RELIEF IN NEED** annual meeting at the Town Hall.

14.4 Wednesday 30th July 2008 – **Finance & G.P. Committee** – 7.00pm at the Town Hall.

14.5 Wednesday 3rd September 2008 – **Recreation Ground Committee** – 6.30pm at the Town Hall.

14.6 Wednesday 3rd September 2008 – **Open Spaces Committee** – 7.30pm at the Town Hall.

14.7 Wednesday 10th September 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 the Town Clerk regarding the proposed sale of allotment land.

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

15.3. To receive and consider report re: Museum Lease clause 8.1.

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

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