



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 8th October 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 2nd October 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 8th October 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 and consider POLICE ISSUES

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

3.2 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.

5. To receive and/or agree the MINUTES:

5.1 Wednesday 10th September 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 Civic Visit to Hemmoor 12th – 15th September 2008.

6.3 To briefly report on other on-going business.

6.4 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/2008/1194/F Planning permission granted for a conservatory and two storey extension to dwelling. Vine Cottage, Pleasant Row. Client of Ian J.M. Cable.

3PL/2007/1158/F Planning permission for the erection of conservatory to rear of bungalow. 2 Northfield Road. Mr. M. Blakey.

7.2 To receive and consider the following planning applications:-

<p>a) 3PL/2008/1353/F Extension & alts to provide 9 bedrooms & ancillary accomm. C/U of land to SW corner of site from agricultural to C2. Meadow House, Norwich Road. Healthcare Homes Group Ltd.</p>	<p>b) 3PL/2008/1359/F Conversion of garage into playroom, erection of first floor bedroom extension. 41 Heathlands. Mr. & Mrs. N. Clements.</p>
<p>c) 3PL/2008/1361/CU Use of premises for A2 purposes as a licensed betting office. 44 Market Place. William Hill Organisation Ltd.</p>	<p>d) SP/Y/3/2008/3012 Formation of temporary access for final phase of approved construction works. Hamonds High School, Brandon Road.</p>
<p>e) 3PL/2008/1376/F Proposed erection of new dwelling and detached double garage. 100 London Street. Mr. David Routledge.</p>	

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.

<p>(a) To receive various e-mailed correspondence objecting to speculation surrounding Swaffham Raceway and a possible introduction of Greyhound Racing.</p>	
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8. FINANCE:

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

8.2 **To receive & consider on-going correspondence with Mrs. L.A. Moran relating to an insurance claim re- damaged headstone at the Cemetery.

8.3 **To receive & consider request for Precept Requirement for 2009/2010 by 15th December 2008.

8.4 **To receive and consider request to plant a tree on Campinglands by Mr. David Bird.

8.5 **To receive and consider request to pay for Fakenham Town Band to play on Remembrance Sunday, total cost £150.00

8.6 **To receive and consider draft lease with Kool Cabs for old TIC premises.

8.7 **To receive and consider Audit query for 2007 from Audit Commission.

9. To receive GENERAL CORRESPONDENCE:

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

(a) **To receive acknowledgement from Norfolk Pension Scheme of Employer's Policy Statement.

(b) **To receive copy of reply sent to Mr. J. Shirley regarding Gypsy/Traveller Sites.

(c) **To receive letter of thanks from Mrs. J. Andrews regarding keeping her allotment.

(d) **To receive newsletter from the Standards Board – September 2008.

(e) **To receive copy of reply sent to Mr. D. Impey regarding TIC issues with Swaffham Museum.

(f) **To receive copy of invitation to Larger Councils meeting on Tuesday 7th October 2008.

- (g) ****To receive copy of letter from Lucy Bennett a member of the Youth Parliament for South West Norfolk, also a copy of her newsletter.**
- (h) ****To receive letter from Mrs. J.M. Pattemore regarding derelict state of buildings in Plowright Place.**
- (i) ****To receive copy of Norfolk Link – August 2008.**
- (j) **To receive any late correspondence for information only.**

- 9.2 **** To receive and consider e-mailed correspondence from NCAPTC regarding Freedom of Information Act 2000 and a new model scheme developed and approved by the Information Commissioner. This needs to be adopted by 31st Dec 2008 and operational by 1st Jan 2009.
- 9.3 **** To receive and consider request from Breckland Christian Fellowship to use the Buttercross area to sing carols on Saturday 20th December 10.30 – 12 and Wed 24th December 10.30 – 12.
- 9.4 **** To receive and consider request from SCALGA to attend the Norfolk Area meeting of Allotment and Leisure Gardeners at Shouldham Lane Allotments on Saturday 18th October at 10.30am.
- 9.5 **** To receive and consider consultation paper ‘the making and enforcement of bylaws’ from the Department for Communities and Local Government – response required by 20th Nov 2008.
- 9.6 **** To receive and consider request from Mid-Norfolk Support Group – The Ghurkha Welfare Trust to have a charity stall at Swaffham Market on Saturday 20th December 2008 or June 2009.
- 9.7 ****To receive and consider e-mailed correspondence relating to birthday honours for 2009 from Defra Rural Policy Division.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	1 st Oct 08	3 rd Dec 08	The next meeting is for the budget and all Councillors will be summoned to attend the meeting as part of the Committee. Finance Committee recommendations for the full Council to consider.
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	6 th Nov 08	
10.6 Personnel Committee	14 th July 08		
10.7 Market Committee	29 th Sep 08	26 th Jan 09	
10.8 Youth Council	14 th July 08	20 th Oct 08	

on Thursday 23rd October 2008 9.00am – 3.45pm at the John Innes Centre, Colney, Norwich.

13.4 **To receive and consider information from Mr. Mike Staines relating to the Public access to Shouldham Lane & from the County Council re- Private Rights of Way enjoyed by Allotment Holders.

13.5 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 13th October 2008 – **Relief in Need Charity** 7pm at the Town Hall

14.2 Tuesday 28th October 2008 – **Twinning Liaison** 7pm at the Town Hall.

14.3 Thursday 6th November 2008 – **Town Group** 5pm at the Town Hall.

14.4 Wednesday 12th November 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.

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