



# ***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 9<sup>th</sup> April 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 3<sup>rd</sup> April 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 16<sup>th</sup> 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 9<sup>th</sup> April 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 MAYORS' REPORT**

- 3.1. 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**

- 4.1\*\* To receive e-mailed correspondence from the Public Enquiry Officer at Swaffham Police Station and notification of a new member of staff arriving shortly, but no opening times.

**5. To receive and/or agree the MINUTES:**

- 5.1\*\* Wednesday 12<sup>th</sup> March 2008 – Full Council
- 5.2\*\* Wednesday 5<sup>th</sup> December 2007 – Finance & G.P. Committee

**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 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:-**

<b>3PL/2008/0247/F</b> Planning permission granted for the replacement of existing asbestos clad dressing rooms with 2 linked steel clad portable buildings. Myers Playing Field, Shoemakers Lane off Cley Road. Swaffham Town Council.	<b>3PL/2008/0145/F</b> Planning permission for two storey extension to side & single storey extension to front. 3 Botwright Drive. Mr. D. Rowland.
<b>3PL/2008/0053/F</b> Planning permission for the erection of smoking shelter. Ex-Serviceman's Club, Lynn Street.. Ex-Serviceman's Club.	<b>3PL/2008/03110/F</b> Planning permission for rear porch and conservatory extension. 2 Rose Cottage, Shouldham Lane. Mr. & Mrs. T. Cotton.
<b>3PL/2007/1872/LB</b> Listed Building Consent and <b>3PL/2007/1867/F</b> Planning permission granted for proposed two dwellings & detached garages with removal of small outbuilding and entrance gates. Garden of Eversley House 8/10 Station Street. Roger & Barbara Clarke.	

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

<b>a) 3PL/2008/0286/F</b> Conversion of barn to dwelling. Vine Cottage, Pleasant Row. Mr. & Mrs. I. Swadling.	<b>b) 3PL/2008/0345/F</b> Demolition of redundant warehouse building & house for the erection of 51 dwellings. Bernard Matthews Hatchery, Castle Acre Road. Abel Homes Ltd.
<b>c) 3PL/2008/0427/F</b> Conversion of previously approved barn into two units. Unit 3, Valley Farm Barns, Pickenham Road. Mr. A. Brennan.	<b>d) 3PL/2008/0453/F</b> Change of use ground floor A1 to A2/A3, and 1 <sup>st</sup> floor A1 to residential units, external adaptations to roof. 75 Market Place. Dam Estates Ltd.
<b>e) 3PL/2008/0479/F</b> Erection of single storey side extension. 1 King Street. Colin Granger.	<b>f) 3PL/2008/0480/F</b> Erection of two storey extension (alternative proposal). 1 King Street. Colin Granger.

**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.

**8. FINANCE:**

**8.1 \*\***To approve Accounts for Payments for April 2008.

**8.2 \*\***To receive and consider request from W. C. Littleproud & Son Ltd Funeral Directors to waive all or part of fee for the burial on an infant.

**8.3** To receive and consider further information relating to a request by allotment holder Mr. C. Finch for a contribution towards new fencing at Tumbler Hill.

**8.4 \*\***To receive and consider appointment of external auditor by the Audit Commission.

**8.5** To receive and consider a report from the Town Clerk regarding the Refurbished Public Toilets and the principle of added security by CCTV around the exterior of the building.

**9. To receive GENERAL CORRESPONDENCE:**

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

**(a) \*\***To receive notification of charity stall for the 1894 (Swaffham) Squadron of the Air Training Corps at the Market on 17<sup>th</sup> May 2008.

**b) \*\***To receive notification of charity stall outside the Methodist Church on 10<sup>th</sup> May 2008 for Royal British Legion Women's Section.

**(c) \*\***To receive notification of charity stall for Save the Children Fund on the forecourt of 30 Market Place (permission given by Mapus- Smith & Minns Ltd) on Saturday 26<sup>th</sup> April 2008.

**(d) \*\***To receive e-mailed correspondence with the Tourism Association regarding relocation of the TIC to the Museum and the possibility or not of a meeting.

**(e)** To receive correspondence relating to the Veterans Day on Sunday 29<sup>th</sup> June 2008.

**(f) \*\***To receive notification of network alteration from EDF Energy Networks at Shouldham Lane.

**(g)** To receive any late correspondence for information only.

**9.2\*\*** To receive and consider official invitation from Hemmoor to this year's official civic twinning visit to take place on September 12<sup>th</sup> to 14<sup>th</sup>.

**9.3\*\*** To receive and consider correspondence relating to the proposed closure of the London Street Post Office in Swaffham, including notification of consultation period from Postwatch from 26<sup>th</sup> March 2008 to 2<sup>nd</sup> June 2008.

**9.4\*\***To receive and consider invitation from Swaffham Museum Ltd to view the Museum, also to notify the Council of their Accredited status from the Museums, Libraries and Archives Council.

**9.5\*\*** To receive and consider information relating to the Boundary Committee – Local Government Review and receive reports from meetings and workshops attended.

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

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>10.1 Finance &amp; General Purposes Committee</b>	31 <sup>st</sup> Mar 08	30 <sup>th</sup> July 08	**To receive and consider draft Financial regulations as recommended by the Finance Committee.
<b>10.2 Open Spaces &amp; Amenities Committee</b>	5 <sup>th</sup> Mar 08	7 <sup>th</sup> May 08	**To receive and consider approval of Draft Allotment Tenancy Terms and Conditions as recommended by the Open Spaces Committee.
<b>10.3 Planning</b>	5 <sup>th</sup> Mar 08		
<b>10.4 Recreation Ground Committee</b>	26 <sup>th</sup> Mar 08	16 <sup>th</sup> Apr 08	**To receive copy of Community Building Survey and notification of consultation event on Saturday 12 <sup>th</sup> April 2008 at the Assembly Rooms.
<b>10.5 Town Group</b>	30 <sup>th</sup> Jan 08	7 <sup>th</sup> Apr 08	
<b>10.6 Personnel Committee</b>	18 <sup>th</sup> Mar 08		
<b>10.7 Market Committee</b>	28 <sup>th</sup> Jan 08	28 <sup>th</sup> Apr 08	
<b>10.8 Youth Council</b>	17 <sup>th</sup> March 08	21 <sup>st</sup> Apr 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 copy of correspondence with Breckland Christian Fellowship regarding an event at Orford Road on 20<sup>th</sup> July 2008.
- (b)\*\*To receive notification of receipt of the Resident's Self Help Guide – Emergency Planning.
- (c)\*\*To receive a report on the consultation responses on the Breckland Sustainable Community Strategy.
- (d) To receive any late Breckland correspondence for information only.

12.2 To receive and consider invitation to a Youth Council briefing on Wednesday 21<sup>st</sup> May 2008 2pm – 3pm at Breckland Council Offices, Dereham.

12.3 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 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 14<sup>th</sup> April 2008 – **Public meeting re-Sport & Leisure** – 7.00pm at the Assembly Rooms.

14.2 Tuesday 15<sup>th</sup> April 2008 – **Annual Town Assembly** 7.00pm at the Assembly Rooms.

14.3 Wednesday 16<sup>th</sup> April 2008 – **Recreation Ground Committee** – 7.00pm at the Town Hall.

14.4 Friday 18<sup>th</sup> April 2008 – **Mayor's Reception** – Assembly Rooms.

14.5 Monday 21<sup>st</sup> April 2008 – **Youth Council** – at the Town Hall.

14.6 Thursday 24<sup>th</sup> & Friday 25<sup>th</sup> April 2008 – **SLCC Larger Councils Conference** – London.

14.7 Monday 28<sup>th</sup> April 2008 - **Market Committee** – 7pm at the Town Hall.

14.8 Wednesday 14<sup>th</sup> May 2008 – **Full Council – Annual meeting** at 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 projected costs of Access improvements at the Town Hall.

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

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