



SWAFFHAM TOWN COUNCIL

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Office open Monday, Tuesday & Thursday 8.45 am – 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 13th May 2009 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 7th May 2009]

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 (and amended on 10th December 2008) 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 13th May 2009 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)

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.

PART TWO – ANNUAL MEETING

4. To receive retiring MAYORS' REPORT

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

5. To receive, consider and agree ANNUAL APPOINTMENTS & POLICIES FOR 2009/10

5.1 To receive and consider nominations for Mayor for 2009/10.

5.2 To receive brief address by the newly elected Mayor.

5.3 To receive and consider nominations for Deputy Mayor for 2009/10.

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

5.4.i. Finance & General Purposes

5.4.ii. Open Spaces & Amenities

5.4.iii. Recreation Ground

5.4.iv. Town Group

5.4.v. Market

5.4.vi. Planning

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

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

5.6 To appoint Internal Auditor for the forthcoming year 2009/10

5.7 **To receive and consider draft changes for Financial Regulations.

5.8 To receive any requests for review of Standing Orders and Council Policies.

PART THREE – FULL COUNCIL

6. To receive MAYORS' REPORT

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

7. To receive and/or agree the MINUTES:

7.1** Wednesday 8th April 2009 – Full Council

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

8.1 To briefly report on other on-going business.

8.2 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/2009/0201/F Planning permission granted for the demolition of porch and erection of conservatory. The Meadows, New Sporle Road. Mr. Bingham.	3PL/2009/0111/F Planning permission granted for the demolition of existing conservatory and erection of a rear extension. 42 Montague Close. Mr. A. Tennant.
3PL/2009/0179/A Consent to display advertisements granted for various new and replacement signs in line with refurbishment of restaurant. McDonalds Restaurants Ltd.	3PL/2009/0178/F Planning permission granted for refurbishment of restaurant & new patio area, small ext, drive thru booth blocked up, change to elevations. McDonalds Restaurants Ltd.
3PL/2009/0176/A Consent to display advertisements granted for the erection of 1 double sided non illuminated projecting sign. 5a Market Place. Nationwide.	

9.2 To receive and consider the following planning applications:-

a) 3PL/2009/0153/F Erection of garden shed/summer house. Conkers, 34a Ash Close. Mr. David Ledger. (*Letter of objection Susan Ingleby)	b) 3PL/2009/0177/F Conversion of barn to create separate dwelling. Lime Kiln Cottage, Lynn Road. Mr. Brian Baxter.
c) 3PL/2009/0233/F Redevelop garden area for erection of 2 bungalows with separate garages and new driveway. 61 Coronation Grove. Mr. David Wall.	d) 3PL/2009/0283/F Remodelling & extension to existing store to provide office and associated ancillary accommodation including entrance lobby WC and kitchenette. Existing Caretaker's Store, Carter Close. Feilden & Mawson.
e) 3PL/2009/0314/LB Replace 3 windows – third floor front. 91 Market Place. Mr. A. Martin.	f) 3PL/2009/0315/LB To partially remove wall between kitchen & dining room. 15 Station Street. Mr. B. Aldiss.
g) 3PL/2009/0320/F Erection of two satellite antennae (900mm and 600mm) and one television aerial. 44 Market Place. SCC International.	h) 3PL/2009/0331/F Retirement village comprising care home, cottages, access & parking. Stanfield House, Lynn Road. Pelorus Planning & Property Ltd.
i) 3PL/2009/0335/D Demolish bungalow & erect 5 single storey dwellings & garages. 45 Watton Road. Oakwood Property Services.	j) 3PL/2009/0370/D Erection of single storey dwelling (plot 6). 45 Watton Road. Oakwood Property Services.

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

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

a) **Revocation notice of Tree Preservation Order No. 5 – Whitsands Road.	b) **Change from Sycamore to Field Maple of Tree Preservation Order No. 6 - 1 Captains Close.
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9.5 To receive and consider – Breckland Local Development Framework Core Strategy DPD Examination & Development Control Policies – Public Examination – Notice of Pre-Hearing meeting – Tuesday 19th May 2009 2pm.

10. FINANCE:

10.1 ** To receive and consider Accounts for Payments for May 2009..

10.2 ** To receive and consider correspondence with British Gas relating to the electricity supply for the public toilets with a view to referring this matter to Offgem.

10.3 To receive and consider management alternatives and maintenance costs for the Public Toilets.

10.4 ** To receive and consider estimates relating to splitting the electricity supply

10.5 ** To receive and consider offer for 'Coffin Carrier' from G & J House Clearances.

10.6 To receive and consider further report from the Town Clerk regarding the proposed changes to the newsletter.

10.7 To give consideration to installing a public seat at Globe Hill.

11. To receive GENERAL CORRESPONDENCE:

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

(a) **To receive circular letter from Equality and Human Rights Commission regard 'Public Sector Duties' in relation to the forthcoming Equality Bill in preparation for changes coming in force in the latter part of 2011.

(b) **To receive e-mailed correspondence with Country Grounds Maintenance regarding misuse of toilet paper at the public toilets.

(c) **To receive letter of thanks from Norfolk Accident Rescue Service for the section 137 grant.

(d) **To receive copy of Norfolk Link – the newsletter for the Norfolk Association of Local Councils.

(e) **To receive details of Funding Workshop at Dereham by Norfolk RCC on 21st May 2009.

(f) ** To receive correspondence with Sue-Polaine Leonnard regarding the number of vacant allotments, half allotments and notification of giving up one allotment.

(g) ** To receive information from the Norfolk RCC for their photo competition, closing date 12th June 2009.

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

11.2 ** To receive and consider correspondence with allotment holder Mrs. K. Mears and to give consideration to a recommendation from the Town Clerk for a notification policy in respect of poultry, bees or any other extraordinary use of allotment sites, also to amend the allotment application form for the applicant to notify if any allergies or medical condition are apparent.

11.3 ** To receive and consider correspondence with the Rotary Club of Swaffham regarding the day to day management of the notice board adjacent to the Assembly Rooms.

11.4 ** To receive and consider circular letter from Tim Lidstone-Scott of the Peddars Way & Norfolk Coast Path (National Trail) introducing 'A framework for development 2008 to 2013'. To also consider whether the Council would like Mr. Lidstone-Scott to attend an informal meeting re- the Peddars Way.

11.5 ** To receive and consider correspondence with Mr. Tony Davies regarding his explanation of commercial activity on various allotments.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
12.1 Finance & General Purposes Committee	29 th April 09	29 th July 09	
12.2 Open Spaces & Amenities Committee	1 st April 09	14 th July 09	
12.3 Planning	5 th Feb 09		
12.4 Recreation Ground Committee	25 th Feb 09	14 th July 09	
12.5 Town Group	6 th Nov 08		
12.6 Personnel Committee	27 th Jan 09	11 th May 09	
12.7 Market Committee	30 th Mar 09	29 th Jun 09	**To receive notification of Italian Market on Sunday 31 st May 2009 and the Making Markets Matter Event on 6 th June 2009.
12.8 Youth Council	11 th May 09	22 nd Jun 09	**To receive copy of Town Clerks letter to the Youth Council following the Annual Town assembly.

13. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

- 13.1.1 Icen Partnership (Cllrs Darby, Matthews & Lister)
- 13.1.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)
- 13.1.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)
- 13.1.4 Swaffham First School (Cllr Lister)
- 13.1.5 Safer Neighbourhood Area Partnership SNAP (Cllr David Wickerson)
- 13.1.6 Local Area Group LAG (Cllr Shirley Matthews)
- 13.1.7 Swaffham Town Estate (Cllrs Butters and Darby)
- 13.1.8 Swaffham & District Tourism Association (Cllr Wickerson)
- 13.1.9 Crime Prevention Panel (Cllr Skinner)
- 13.1.10 **Olive Tree Project – to appoint Council representative.
- 13.1.11 Horticultural Society (Cllr Lister)
- 13.1.12 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute
- 13.1.13 Garden Science Trust (Cllr Darby)
- 13.1.14 Health Forum (Cllr Wade)
- 13.1.15 Breckland CCTV Group (Town Clerk)
- 13.1.16 Swaffham Community Transport (Cllr Gunner)
- 13.1.17 Learning Partnership
- 13.1.18 Norfolk Association of Local Councils (Cllr Matthews)

14. BRECKLAND COUNCIL.

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

- (a) **To receive circular letter and copy of 'Town & Parish Council newsletter' from Breckland Council's Standard's Committee.
- (b) **To receive Town and Parish Council Forum Newsletter – April 2009.
- (c) **To receive information relating to the externalisation of Breckland Council's Planning & Building Control Services to Capita.
- (d) **To receive notification of Breckland Council Housing Strategy Day on 18th May 2009 at Barnham Broom.

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

14.2 Cllr Frank Sharpe would like to ask the Town Council whether they would like 'Job's Fair' in Swaffham?

14.3 To receive Breckland Councillor reports.

15. NORFOLK COUNTY COUNCIL.

15.1**To receive the following County Council correspondence for information only:-

(a) To receive correspondence with W.F. Smith regarding skips on pavements.

(b) To receive any late County Council correspondence for information only.

15.2 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 Monday 18th May 2009 – **Relief in Need Charity** – 7pm at the Town Hall.

16.2 Monday 1st June 2009 – **Council Training Evening** - 7pm at the Town Hall.

16.3 Wednesday 10th June 2009 – **Annual Full Council** – 6.45pm at the Town Hall.

16.4 Monday 22nd June 2009 – **Youth Council** – 6.30pm at the Town Hall.

16.5 Monday 29th June 2009 – **Annual Market Traders Meeting** – 7pm 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 a report from the Town Clerk on staffing matters.

17.2 To receive and consider confidential report from the Town Clerk and correspondence 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.