



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) FILCM

e-mail: richard@swaffhamtowncouncil.co.uk

Deputy Town Clerk:

Mrs. Michelle Meyrick Dip. H.E. (Local Policy) PILCM

e-mail: michelle@swaffhamtowncouncil.co.uk

Office open Monday, Tuesday & Thursday 8.45 am – 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 April 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 2nd April 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 a meeting of the Full Council on Wednesday 8th April 2009 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 welcome Mrs. Elaine Bird from Hunstanton. Who will give a short presentation relating to the possibility of producing an improved newsletter for the Town on a monthly basis from July 2009. (Councillors N.B. Information to follow.)

4.2 To receive a report on Civic Events attended by the Mayor.

4.3 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 March 2009 – Full Council**

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

6.1 To give a progress report on the launch of the Town Council web site.

6.2. To give an overview of the Town Assembly on 22nd April 2009.

6.3 To agree a date for a future Councillors annual Training evening.

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/2009/0044/F Planning permission granted for the amendment to PP 2008/0186 & 2006/1549 to include garden room to rear and to widen garage by 1.5. on plot 2. 2 Pedlars Rose. Mr. I Jessett, Walnut Farm Developments Ltd.	3PL/2009/0023/F Planning permission granted for variation of condition 6 on planning permission 3PL/2008/1279/F restricting opening hours (extending) to 9.30pm Mon – Sat). 75 Market Place. Dam Estate Ltd.
3PL/2009/0049/F Refusal of planning permission for an extension in the form of a double (corner) bay window. 7 Northfield Road. Mr. H. Jenner.	3PL/2009/0046/F Planning permission granted for temporary office accommodation within existing compound. Roman House, Ecotech Innovation & Business Park. Mansell Construction Services Ltd.
APP/F2605/A/08/2091116 Planning permission granted on appeal for the use of premises as a betting office at 44 Market Place. William Hill Organisation Ltd.	

7.2 To receive and consider the following planning applications:-

a) 3PL/2009/0201/F Demolition of porch and erection of conservatory. The Meadows, New Sporle Road. Mr. Bingham.	b) 3PL/2009/0211/F Proposed replacement of 4 & 5 bedroom houses with 2 & 3 bedroom houses & 1 & 3 bedroom bungalow. Land off Norwich Road. Walnut Farm Developments.
c) 3PL/2009/0260/F Conversion of office & retail premises to living accommodation (2 dwellings). Rear of 83 Market Place. Mrs. J. Edwards.	

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.

a) **To receive e-mailed correspondence with Abel Homes relating to the Site Specific consultation process.	
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8. FINANCE:

8.1 ** To receive and consider Accounts for Payments for April 2009..

8.2 ** To receive and consider e-mailed correspondence with the Vicar John Smith regarding the coffin carrier at the Cemetery and issues relating to parking in the Churchyard/Church Walk.

8.3 ** To receive and consider training events for the power of well being.

8.4 ** To receive and consider notice of audit for the year ended 31st March 2009. The statutory deadline for approval of this year's Annual Return by the Council is 30th June 2009. The appointed date after the inspection period has ended, for local electors and their representatives to question the auditor or make an objection to the accounts is Monday 17th August 2009.

8.5 To receive and consider separate electricity supply to Public Toilets and former TIC building.

9. To receive GENERAL CORRESPONDENCE:

<p>9.1** To receive the following correspondence for information only.</p> <p>(a) **To receive e-mailed correspondence with Mr. A. Shaw regarding the Precept for 2009/10.</p> <p>(b) **To receive e-mailed correspondence with the Norfolk Wildlife Trust regarding a dried up pond close to Waitrose – or could it be Northwell Pool?</p> <p>(c) **To receive information relating to Norfolk Parent Partnership.</p> <p>(d) **To receive correspondence to Mr. R. Duff in response to cleaning up after dogs re- Recreation Ground and signage.</p> <p>(e) **To receive copy of e-mailed correspondence relating to the Freedom of Information Act and a potential request for the Cemetery records.</p> <p>(f) **To receive a copy of e-mailed correspondence relating to the Museum from Mr. S. Littlewood.</p> <p>(g) **To receive a copy of e-mailed correspondence regarding dog owners not clearing up after their dogs on the Recreation Ground & response from the dog enforcement & control officer.</p> <p>(h) **To receive copy of further correspondence with Christopher Fraser MP regarding issues raise by resident Carl Waite.</p>
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(i) ****To receive e-mailed correspondence relating to the litter picking at the Market.**

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

9.2 ** To receive and consider request from CPRE to participate in local Clean Up Norfolk event, taking place as part of national Volunteers' Week between 1st and 7th June.

9.3 * To receive and consider nominations for the Market Town Awards 2009.

9.4 ** To receive and consider further draft proposals for the structural review of Norfolk from the Boundary Committee for England relating to the possibility of establishing an 'Unitary Authority'. The deadline for responding to this consultation is 14th May 2009.

9.5 ** To receive and consider request from 1st, 2nd Swaffham Rainbows, Brownies and Guides to plant flower boxes with blue and yellow flowers in 2010 to mark the Girl Guiding Centenary Celebrations.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	3 rd Dec 08	29 th April 09	
10.2 Open Spaces & Amenities Committee	1 st April 09	14 th July 09	
10.3 Planning	5 th Feb 09		
10.4 Recreation Ground Committee	25 th Feb 09	14 th July 09	
10.5 Town Group	6 th Nov 08		**To receive and consider proposal for relief of congestion in Station Street.
10.6 Personnel Committee	27 th Jan 09		
10.7 Market Committee	30 th Mar 09	29 th Jun 09	
10.8 Youth Council	23 rd Mar 09	27 th Apr 09	

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

- 11.1.1 Icen Partnership (Cllrs Darby, Matthews & Lister)
- 11.1.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)
- 11.1.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)
- 11.1.4 Swaffham First School (Cllr Lister)
- 11.1.5 Safer Neighbourhood Area Partnership SNAP (Cllr David Wickerson)
- 11.1.6 Local Area Group LAG (Cllr Shirley Matthews)
- 11.1.7 Swaffham Town Estate (Cllrs Butters and Darby)
- 11.1.8 Swaffham & District Tourism Association (Cllr Wickerson)
- 11.1.9 Crime Prevention Panel (Cllr Skinner)
- 11.1.10 ****Olive Tree Project** – to appoint Council representative.
- 11.1.11 Horticultural Society (Cllr Lister)
- 11.1.12 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute
- 11.1.13 Garden Science Trust (Cllr Darby)
- 11.1.14 Health Forum (Cllr Wade)
- 11.1.15 Breckland CCTV Group (Town Clerk)
- 11.1.16 Swaffham Community Transport (Cllr Gunner)
- 11.1.17 Learning Partnership
- 11.1.18 Norfolk Association of Local Councils (Cllr Matthews)

12. BRECKLAND COUNCIL.

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

- (a) To receive copy of correspondence between the Chief Executive Trevor Holden and the Temporary Assistant Chief Executive Sarah Francis regarding concern over the low level of parking enforcement. The possibility of empowering Town Council employees to issue fixed penalty notices.
- (b) To receive any late Breckland correspondence for information only.

12.2 To receive and consider a request to do something to mark St. George's Day: two suggestions under consideration are 1. Flying the St. George Cross flags from Town Council and Breckland Council flag poles for the day. 2. Litter bin liners in the Towns will be replaced first thing in the morning with either a red or white liner hopefully alternating across locations.

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 copies of correspondence from Children's Services Western Area regarding a 'Mystery Shopper' exercise.
- (b) To receive Temporary Traffic Order Notice for C123 Sporle Road for repairs to the drainage system.
- (c) 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 Wednesday 22nd April 2009 – **Annual Town Assembly** – 7pm at the Assembly Rooms.

14.2 Monday 27th April 2009 – **Youth Council** – 6.30pm at the Town Hall

14.3 Wednesday 29th April 2009 – **Finance & G.P. Committee** – 7.00pm at the Town Hall.

14.4 Wednesday 13th May 2009 – **Annual 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 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.