



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 8.45am – 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 11th November 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 5th November 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 11th November 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 REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each of the following reports and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate:-

3.1 **To receive a **POLICE report** from a local PC or PCSO on police matters for the past month and to record receipt of Police related correspondence: Including the latest crime figures. Halloween event information. E-mailed correspondence re-Poultry Market and the Merryweather Road multi-agency meeting.

3.2 To receive a **COUNTY COUNCILLOR report** from Cllr Ann Steward.

3.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs Shirley Matthews, Frank Sharpe and Ian Sherwood

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 14th October 2009 – Full Council.

5.2 Monday 5th October 2009 – extraordinary Full Council.

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

6.1 To receive a report from the Town Clerk regarding on-going business.

6.2 The Town Clerk to receive Councillors questions relating to on-going business.

7. PLANNING/DEVELOPMENT CONTROL:

7.1 To receive notification of Decisions/Information from Breckland Council:-

a) 3PL/2009/0688/F Planning permission granted for the installation of 84cm satellite dish on 3m pole. 44 Market Place. SIS (William Hill)	b) 3PL/2009/0784/F Planning permission for proposed extension and alterations. 1 Cygnet Walk. Mr. Devlin.
c) 3PL/2009/0753/F Planning permission granted for the removal of attached flat roof garage and erection of free standing steel garage to rear of property (retrospective).	.d) 3PL/2009/0781/F Refusal of planning permission for continuation of use of car park to car & light commercial vehicles sales with portacabin office, car wash, workshop.

7.2 To receive and consider the following planning applications:-

a) 3PL/2009/0855/F CU to public cash wash, canopy for vacuum cleaning vehicles, burger bar & storage of hire vehicles overnight, store shed. 53 Station Street. SAS Vehicles Hire.	b) 3PL/2009/0920/F Demo. Of cart sheds, erection of 12 new dwellings & redesign prev. app. Scheme to provide add. 3 homes. Site South of former Bernard Matthews premises Castle Acre Road. Abel Homes Ltd.
c) 3PL/2009/0929/A 1x Fascia Sign. Unit 6 Beacon House, Turbine Way, Ecotech Business Park. NFU Mutual.	d) 3PL/2009/0974/F Double garage and lounge extension. 48 Watton Road. Mr. P. Moulton.
e) 3TL/2009/0002/TL Extension of time limit on pp 3PL/2006/1592/F Site adjacent Mill House. 7 Mill Lane. Mrs. P. Eller.	

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.

7.5 **To receive and consider Town & Country Planning (Appeals) – Iceland Foods 3PL/2009/0454/F 77/71 Market Place. New customer entrance/exit & shopfront, new air cond. Kit on flat roof.

7.6 **Norfolk Minerals & Waste Local Development Framework – site Allocations Development Plan Documents – Consultation on Preferred options 19th October to 11th December 2009.

8. FINANCE:

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

8.2 ** To receive and consider update on financial position from KLARS.

8.3 ** To receive and consider 'Your Parish your decision' – Participatory Budgeting scheme inviting grant applications for schemes from £500 to £5,000

8.4 To receive and consider making adverse possession claim to the Land Registry for 'The Shambles' and voluntary registration of all land and property owned by the Town council with the Land Registry.

9. To receive GENERAL CORRESPONDENCE:

9.1** To receive the following correspondence for information only:-

a) **To receive e-mailed correspondence with Swaffham Museum regarding decisions relating to the decisions taken at the last Council meeting.

(b) **To receive correspondence with Mr. D. Dixon giving copy of circular letter to allotment holders.

- (c) **To receive e-mailed correspondence with CGM contractors for the public toilets.
- (d) **To receive 'Norfolk Link' October edition of the journal of the Norfolk Association of Local Councils.
- (e) **To receive 'Living Longer, Living Well' – the older people's strategy 2009 – 2011.
- (f) To receive any late correspondence for information only.

9.2 ** To receive and consider correspondence relating to the public toilets:

- 9.2.1 Mr. R. Harvey.
- 9.2.2 Mr. M. Staines.
- 9.2.3 Mrs. E. Heads.
- 9.2.4 Mr. I. Clews.
- 9.2.5 Mr. T. Dickens (Iceni Partnership)
- 9.2.6 Mrs. P. Medlock

9.3 ** To receive and consider request from Cllr C. Gunner regarding Swaffham in Bloom 2010 with supporting information.

10. To receive COMMITTEE reports: (by Chair/Lead Member or Officer)

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 FINANCE & GENERAL PURPOSES Committee	28 th July 09	21 st October 09	<ul style="list-style-type: none"> • Insurance of War Memorial
10.2 OPEN SPACES & AMENITIES Committee	22 nd July 09	4 th Nov 09	<ul style="list-style-type: none"> • Rotary Club donation • Northwell Pool wall/bank • Pedlars Sign refurbishment
10.3 PLANNING Committee	13 th Aug 09		
10.4 RECREATION GROUND Committee	22 nd July 09	4 th Nov 09	<p>**e-mailed correspondence with the Police re-Grant application for a Youth Shelter.</p> <ul style="list-style-type: none"> • Fitness for all project
10.5 TOWN PARTNERSHIP Committee	28 th May 09	9 th Oct 09	<ul style="list-style-type: none"> • Plastic Bag Free Town Scheme
10.6 PERSONNEL	11 th May 09	16 th Oct 09	
10.7 MARKET	21 st Sept 09		
10.8 Youth Council	7 th Oct 09	19 th Oct 09	
10.9 Twinning Liaison Committee	28 th Sept 09	1 st March 09	<p>**To receive correspondence from the Twinning Association regarding the Civic Exchange in September 2010.</p>

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

11.1.1 Iceni Partnership (Cllrs Darby, Matthews & Lister)

- 11.1.2 Swaffham Museum Ltd (Cllrs Butters & Gunner) One vacancy
 - 11.1.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)
 - 11.1.4 Swaffham Infant School (Cllr Skinner)
 - 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 Olive Tree Project (Cllr Skinner)
 - 11.1.10 Horticultural Society (Cllr Lister)
 - 11.1.11 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute
 - 11.1.12 Garden Science Trust (Cllr Wade)
 - 11.1.13 Health Forum (Cllr Wade)
 - 11.1.14 Breckland CCTV Group (Town Clerk)
- **To receive latest exchange of e-mailed correspondence in respect of the CCTV system and proposed camera locations.
- 11.1.15 Swaffham Community Transport (Cllr Gunner)
 - 11.1.16 Learning Partnership (no representative)
 - 11.1.17 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 press release for the Homecoming Parade for the Light Dragoons based in Swanton Morley. At 11am on Friday 4th December in Dereham followed by Church Service at 11.130am.
- (b) ** To receive Overview & Scrutiny – Annual Report 2008/09.
- (c) To receive any late Breckland correspondence for information only.

13. NORFOLK COUNTY COUNCIL.

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

- (a) To receive copy of 'Norfolk Matters' the newsletter for Norfolk County Council's stakeholders.
- (b) To receive any late County Council correspondence for information only.

14. To notify of the DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA:-

- 14.1 Monday 23rd November 2009 – Youth Council – 6.30pm at the Town Hall.
- 14.2 Wednesday 2nd December 2009 –Finance Committee (BUDGET) – 7.00pm at the Town Hall.
- 14.3 Wednesday 9th December 2009 – 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 re- progress on 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.