



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 9th December 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 2nd December 2009]

*The Mayor Cllr David Harman invites Councillors and those attending the meeting to join him for a
Pre-Christmas Drink at the Town Hall from 6.15 p.m.*

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 9th December 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:

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 11th November 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 **To receive and consider 'Sharps Policy' for formal adoption.

6.3 **To receive and consider 'Internet Usage Policy' for formal adoption.

6.4 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:-

3PL/2009/0830/F Planning permission granted for a single storey front and first floor side extension. 15 Sutton Road. Mr. T. Buckenham.	3PL/2009/0622/F Planning permission granted for the erection of agricultural store building (for machinery). Snailspit Farm, Cley Road. Heygate Farms Swaffham Ltd.
3PL/2009/0882/F Planning permission granted for the re-tiling of roof, new window, reinstating garage doors & external/internal refurbishment.	3PL/2009/0883/LB Listed building consent granted for the re-tiling of roof, Juliet balcony, re-instating garage doors & external/internal refurbishment.

7.2 To receive and consider the following planning applications:-

a) 3PL/2009/1029/F Alterations & extensions to bungalow. 1 Couhe Close. Mr. S. Lee.	b) 3PL/2009/1079/A Replace existing ATM collar on cash point and replace existing window display with an A1 post display & illumination. 61 Market Place. Lloyds Banking Group.
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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.

3PL/2009/0331/F Deferred item report for Retirement village comprising care home, cottages, access & parking. Stanfield House, Lynn Road. Considered by Development Control Committee on 23rd November 2009. Officer recommendation was for approval subject to completion of a legal agreement.

8. FINANCE:

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

8.2 ** To receive and consider request for a Section 137 grant for the Citizens Advice Bureau.

9. To receive GENERAL CORRESPONDENCE:

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

- (a) To receive copies of replies sent in response to letters regarding public toilets.
- (b) To receive a thank you letter for the £150 grant to pay for the band on Remembrance Sunday.
- (c) To receive a thank you letter for the planting of a horse chestnut tree on the Recreation Ground.
- (d) To receive copy of letter to the local press re- 'Time to fight for your rights'.
- (e) To receive any late correspondence for information only.

9.2 To receive and consider correspondence from complainants regarding public toilets:-

9.2.1 Martin Hickey & Vanessa Scott, Swaffham & District Tourism Association.

9.2.2 Les Scott, Strattons Hotel.

9.2.3 J. Haines, Holme Hale.

9.2.4 Mr. I. Clews (2nd letter), Swaffham.

9.2.5 Mr. R. McKee, Swaffham.

9.2.6 Mr. V.N. Read, Carbrooke.

9.2.7 Mr. & Mrs. B. Hussey, Little Dunham.

9.2.8 Letters received via the local press from N. Ison, Mrs. S. Symonds & Rev. B. R.J. Eagle.

9.3 To receive and consider request to metal detect 'The Antingham's or any other land owned by the Council – Mr. Dennis. H. Scott.

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	2 nd December 09		
10.2 OPEN SPACES & AMENITIES Committee	4 th Nov 09	3 rd Feb 10	
10.3 PLANNING Committee	13 th Aug 09		
10.4 RECREATION GROUND Committee	4 th Nov 09	3 rd Feb 10	
10.5 TOWN PARTNERSHIP Committee	9 th Oct 09	16 th Dec 09	
10.6 PERSONNEL	16 th Oct 09		
10.7 MARKET	21 st Sept 09	25 th Jan 10	
10.8 Youth Council	23 rd Nov 09	14 th Dec 09	
10.9 Twinning Liaison Committee	1 st March 09		

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 **Local Area Group LAG** (Cllr Shirley Matthews)
- 11.1.6 **Swaffham Town Estate** (Cllrs Butters and Darby)
- 11.1.7 **Swaffham & District Tourism Association** (Cllr Wickerson)
- 11.1.8 **Olive Tree Project** (Cllr Skinner)
- 11.1.9 **Horticultural Society** (Cllr Lister)
- 11.1.10 **Swimming Pool association** (Cllr Wade) Cllr Gunner as substitute
- 11.1.11 **Garden Science Trust** (Cllr Wade)
- 11.1.12 **Health Forum** (Cllr Wade)
- 11.1.13 **Breckland CCTV Group** (Town Clerk)
- 11.1.14 **Swaffham Community Transport** (Cllr Gunner)
- 11.1.15 **Learning Partnership** (no representative)
- 11.1.16 **Norfolk Association of Local Councils** (Cllr Matthews)

12. BRECKLAND COUNCIL.

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

- (a) Town & Parish Newsletter (standards – issue 3) with accompanying circular.
- (b) Parking Task & Finish Group – with e-mailed correspondence & SWOT analysis from Town Clerk.
- (c) Town & Parish Council Forum Newsletter.
- (d) Guide to setting up a bulk fuel syndicate.
- (e) CCTV Roadshow leaflet – Swaffham's is at the Eco-Tech Centre on 3rd December 7-9pm.
- (f) How will you get to the Welcome Home Parade on 4th December – free park and ride in Dereham.
- (g) 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 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 14th December 2009 - Youth Council – 6.30pm at the Town Hall.

14.2 Wednesday 16th December 2009 – Town Partnership Committee – 6pm at the Town Hall.

14.3 Wednesday 13th January 2010 - 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 staffing issues, LDF consultation feedback and further information relating to the sale of surplus allotment land.

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

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