



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 September 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 3rd September 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 9th September 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 crime figures for July.

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 8th July 2009 – Full Council

5.2** Wednesday 4th August 2009 – Full Council (extraordinary meeting)

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:-

3PL/2009/0493/F Planning permission granted for two storey extension, orangery link conservatory & kitchen conservatory to front with demolition of kitchen extension. Vine Cottage, pleasant Row. Mr. I Swadling.	3PL/2007/1436/H Planning permission/Outline Planning Permission granted for full application for 143 dwellings, access & associated work & outline for residential development & associated works. Land to the East of Brandon Road. Gladedale (Anglia) Ltd.
3PL/2009/0523/F Application withdrawn for the proposed replacement of 4 & 5 bed houses with 2, 3 bed houses & 1, 3 bed bungalow. Mr. I. Jessett, Walnut Farm Development.	3PL/2009/0515/F Planning permission granted for erection of single storey side extension. 124 Southlands. Mr. & Mrs. M. Robinson.
3PL/2009/0603/F Planning permission for first floor extension over front of dwelling, with pitched roof over rear ground floor. Mr. R. Tooley, 54A Southlands.	3PL/2009/054/F Planning permission granted for proposed extension within existing internal courtyard. Healthcare Homes Ltd, Meadow House Nursing Home, Norwich Road.

7.2 To receive and consider the following planning applications:-

a) 3PL/2009/0753/F Removal of attached flat roof garage and erection of free standing steel garage to rear of property (retrospective). Mr. Danny Wheatley, 56 Mill Nurseries.	b) 3PL/2009/0688/F Installation of 84cm satellite dish on 3m pole. SIS (William Hill), 44 Market Place.
c) 3PL/2009/0784/F Proposed extension and alterations. 1 Cygnet Walk. Mr. Devlin.	

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

7.4 To receive and consider details and/or attendance of public consultation events regarding the East of England Plan to 2031 at Norwich on 2nd September and at King's Lynn on 17th September 2009.

7.5 To receive e-mailed correspondence with Abel Homes Ltd regarding the naming of the hatchery development and subsequent to the Planning Committee meeting on 13th August where Mr. J. Bird presented an extended scheme for the site prior to submitting for planning permission.

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

8. FINANCE:

8.1 ** To receive and consider Accounts for Payments for August/September 2009.

8.2 ** To receive and consider request from Mrs. E. Emmett for a litter bin at the corner of Filby Road.

8.3 ** To receive and consider request from Mr. James Dean regarding donating a seat adjacent to the Community Centre.

8.4 ** To receive and consider an offer from the Rotary Club of Swaffham (1095) to fund a specific project to the value of £300 to celebrate the 40th anniversary of the Rotary Club Charter.

8.5 ** To receive and consider copy of ROSPA report for play area and skate park at the Haspall's Road Recreation Ground.

8.6 ** To receive and consider Section 137 grant for the Norfolk & Norwich Association for the Blind.

9. To receive GENERAL CORRESPONDENCE:

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

- a) **To receive correspondence with Mr. J.R. Bacon regarding a broken lock at the allotments**
- (b) **To receive correspondence with Proludic Ltd regarding damaged boulder and credit note due.**
- (c) **To receive information from Norfolk ALC regarding 'Green Buildings in Norfolk – Open days 2009 Thursday 10th September – Sunday 13th September.**
- (d) **To receive correspondence with Mrs. S. Polaine-Leonnard regarding taking vacant possession of an allotment at 46 Shouldham Lane.**
- (e) **To receive correspondence with the Swimming Pool association confirming the sale of draw tickets at the Market on August 22nd and October 24th.**
- (f) ** To receive circular letter regarding New Build Homebuy (Shared Ownership) at Lynn Road for Flagship Homes.**
- (g) ** To receive correspondence with Iceland Stores regarding delivery to the store on Market day.**
- (h) ** To receive correspondence with Mr. C. Lown re-removal of tree adjacent to Cemetery.**
- (i) **To receive notification of AGM of Dereham, Watton & Holt Citizens Advice Bureau on 9th September 2009, Agenda papers including annual report 2008/09 and minutes of 2008 AGM.**
- (j) **To receive e-mailed reports from Country Grounds Maintenance in respect of vandalism to the toilets.**
- (k) **To receive details of a complaint regarding the public toilets sent to the Museum/TIC.**
- (l) To receive any late correspondence for information only.**

9.2 ** To receive and consider e-mailed correspondence regarding a welcome home parade for the Light Dragoons planned for December.

9.3 ** To receive and consider e-mailed correspondence regarding a liaison meeting for the Civic Twinning Visit over the weekend of 11th/12th September 2010 – the meeting is planned for Monday 28th September 2009 at 7pm.

9.4 ** To receive and consider correspondence with Mr. D. Dixon regarding access via Princes Street to the Shouldham Lane/ Shoemakers Lane allotments; also to receive a report from the Town Clerk.

9.5 ** To receive and consider circular letter and information relating to Royal Air Force Marham Community Volunteers Project.

9.6 ** To receive and consider invitation to attend 'Pedlars Green Residents Association and Homewatch' meeting on Tuesday 15th September 2009 at 7.30pm at Hamonds School.

9.7 ** To receive and consider agenda and attendance of the AGM of the Norfolk Association of Local Councils at Hevingham Village Hall on Saturday 12th September 2009 – 10.30am.

9.8 ** To receive and consider e-mailed correspondence with Mr. Craig Allen regarding theft on Tumbler Hill allotments.

9.9 ** To receive and consider correspondence with Mr. M. Staines regarding the reporting of hot spots in the Town Centre. (Rainwater pipes discharging from properties – the bus shelter by Legends Café' and the stone rubbish bin close to the Taxi office)

9.10 ** To receive and consider request from Mr. P. Thompson to have four small Turkey Chicks on his allotment at Shoemakers Lane.

9.11 ** To receive and consider correspondence with Mr. I. Lowther regarding Church approach; also related correspondence with Iceland Store, Revd John Smith and Jason Glasspoole Norfolk County Council confirming ownership. To give further consideration to an estimate for an additional bollard.

9.12 ** To receive and consider information relating to an amendment of the Sustainable Communities Act from Local Works.

9.13 ** To receive and consider information relating to structure built on allotment 18 at Shoemakers Lane by Mr. Joao Oliveira.

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	
10.2 OPEN SPACES & AMENITIES Committee	22 nd July 09	6 th October 09	To consider whether a policy is necessary for glass structures in the Cemetery?
10.3 PLANNING Committee	13 th Aug 09		
10.4 RECREATION GROUND Committee	22 nd July 09	6 th October 09	
10.5 TOWN PARTNERSHIP Committee	28 th May 09	9 th October 09	** To receive Report regarding Advance Swaffham bid to Breckland Cabinet on 4 th August 2009 ** To receive confirmation of the launch of the Town Plan by the RT Hon the Baroness Gillian Shephard JP, DL, at the Community Centre on Friday 9 th October 2009.
10.6 PERSONNEL	11 th May 09		
10.7 MARKET	30 th March 09	21 st Sept 09	**To receive notification of Italian Market on Sunday 22 nd November. **To receive and consider correspondence with Mr. N. Wye-Harris Market trader regarding change of licensee, reduction in stall frontage and outstanding account.
10.8 Youth Council	13 th Jul 09	14 th September 09	Extra meeting on 7 th October 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)

To consider replacement trustee for Cllr S. Matthews who has recently resigned from the board.

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 copy of e-mailed correspondence with Breckland Council in respect of the new CCTV system and a report from the Town Clerk

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)

11.1.18 To clarify Council representation on the following organisations:-

Swaffham Junior School, Hamonds High School, Hamonds Trust.

12. BRECKLAND COUNCIL.

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

(a) **To receive minor changes consultation to Breckland Core Strategy & Development Control Policies Development Plan Document – public examination, comments by 4th September 2009.

(b) **Notification of application of a premises licence at McDonalds, Norwich Road, Swaffham – representations by 29th July 2009.

(c) **To receive circular regarding the adoption of a Financial inclusion Strategy and a copy of a 'Local Money Guide'.

(d) **To receive copy of 'Pulse' Breckland's Sustainable Community News – September 2009

(e) * To record receipt of circular regarding 'Giving our heroes the support they deserve' online message board on the Breckland Website for troops serving abroad.

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

12.2 **To receive and consider correspondence relating to the Breckland Partnership (LSP) funding.

12.3 **To receive and consider circular received notifying consultation deadline of 15th September in regard to the Gambling Act 2005 – Draft revised Statement of Principles.

12.4 **To receive and consider e-mailed correspondence (and press release) confirming 'Job Fair' at the Assembly Rooms, Swaffham on 1st October from 10am – 2pm.

12.5 ** To receive and consider attendance and issues to raise at Breckland Town and Parish Forum and Open Evening at the Eco-Tech Centre Swaffham on Thursday 29th October 2009. (Open Evening 6pm – 7pm and Forum Commencing at 7pm).

13. NORFOLK COUNTY COUNCIL.

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

(a) To receive response from Local Highway Engineer Jason Glasspoole regarding traffic matters raised by Mrs. Marshall in Lynn Road.

(b) To receive copy of correspondence from Mr. G.C. Aldous Norfolk County Council regarding road signage at the A1065 Castle Acre Road.

(c) To receive copy of correspondence from Miss D.P. Jones of Munford relating to the withdrawal of Eagles 31 bus service to Swaffham.

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

13.2 To receive and consider progress report of recent highway enquiries following meeting between Highway Engineer Jason Glasspoole and the Town Clerk.

13.3 To receive and consider e-mail from the Norfolk Constabulary Traffic Management Officer responding to a complaint received about excessive speed in Lynn Road.

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 September 2009 – **Youth Council** – 6.30pm at the Town Hall.

14.2 Wednesday 21st September 2009 – **Market Committee** – 7.00pm at the Town Hall.

14.3 Monday 28th September 2009 – **TWINNING Liaison meeting** – 7.00pm at the Town Hall.

14.4 Monday 5th October 2009 – **Relief in Need** – 7pm at the Town Hall.

14.5 Tuesday 6th October 2009 – **Open Spaces Committee** – 6.30pm at the Town Hall.

14.6 Tuesday 6th October 2009 – **Recreation Ground Committee** – 7.30pm at the Town Hall.

14.7 Wednesday 7th October 2009 – **Youth Council** extraordinary meeting – 6.30pm at the Town Hall.

14.8 Friday 9th October 2009 – **Town Partnership Committee** (Launch of Town Plan) – 6pm – 9pm at the Community Centre.

14.9 Wednesday 14th October 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 and to set a date for an extraordinary meeting.

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

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