



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 14th April 2010 at 6.45 p.m.** at the Town Hall, Swaffham

NOTE: In the case of non-members, this agenda is for information only.

Michelle Meyrick

Deputy Town Clerk

[Summons issued on 8th April 2010]

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 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 14th April 2010 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 stats for January:

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 10th March 2010 – 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.

a) Report relating to the Public Toilets.

b) To receive request from Family Action for the Town Council to apply for planning permission for a proposed compost toilet on Tumbler Hill allotments.

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:-

3TL/2009/0049/F Refusal of planning permission for the Erection of 2 No. two storey dwellings with associated parking. 75 The Oaklands. Mr. Creed and Miss Gilding..	3PL/2009/1193/F Planning permission granted for a Photovoltaic solar panel mounted on a rotating tracker – Next Generation Ltd, Ecotech Centre, Turbine Way.
3PL/2010/0069/F – Planning permission granted for proposed alterations and extension – Dr Sanjay Kaushal, The Paddocks, Cley Road	3PL/2010/0023/CU – Planning permission granted for Change of use to vehicle wash for use by the general public (retrospective) – SAS Vehicle Hire, 53 Station Street.
3PL/2010/0063/F – Planning permission granted for extension to existing petrol filling station shop – BP Filling Station, A47 bypass.	

7.2 To receive and consider the following planning applications:-

3PL/2010/0006/TL Extension of time limit on pp 3PL/2007/0234/F (Erection of 2 flats) Land adjacent to 2 Queens Street, Whitsands Road. Parkland Properties.	3PL/2010/0268/F - Proposed side & rear extension with internal alterations. 52 Mill Farm Nurseries
3PL/2010/0287/F – Domestic oil tank – Mr B. Whitehead, 7 Dovehouse Row, Norwich Road	

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 information re: Site Inspection for 77-81 Market Place – Planning Appeal by Iceland Foods.

8. FINANCE:

8.1** To receive and consider Accounts for Payments for April 2010.

8.2** To receive notice of audit of accounts for the year ended 31st March 2010; approval of annual return by 30th June 2010, submission to the auditor by 14th July 2010 and appointed date set for the exercise of electors rights is 29th July 2010.

8.3** To receive and consider payment of CS Solutions invoice in dispute, consideration of e-mailed correspondence to date.

8.4 To receive and discuss report re: the recent Twinning Memorabilia grant and the outcome.

8.5**To receive and consider annual membership to NALC for 2010.

9. To receive GENERAL CORRESPONDENCE:

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

(a)**To receive information re: Summary Care Records.

(b) A copy of the Norfolk RCC newsletter is in the Town Hall if anyone wishes to see it.

(c) A copy of the Rotary's April newsletter is in the Town Hall if anyone wishes to see it.

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

9.2** To receive letter and photographs of Swaffham from Mr Barnetson.

9.3** To receive and consider letter sent to Hamonds High School re: Cemetery Incident

9.4** To receive information re: Summary Care Records.

9.5** To receive and discuss request from Norfolk RCC re: Broadband Speeds In Norfolk.

9.6**To receive and discuss request from Unlockdemocracy.org re: Saving the Sustainable Communities Act.

9.7**To receive details re: EDP Pride in Norfolk Community Awards 2010.

9.8**To receive information re: an Action for Markets Town Seminar called "Attracting & Retaining Visitors.

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	21 st April 10	
10.2 OPEN SPACES & AMENITIES Committee	7 th April 10	21 st July 10	a) To receive details of a request to clear Days Field old allotment site of scrap metal.
10.3 PLANNING Committee	13 th Aug 09		
10.4 RECREATION GROUND Committee	7 th Apr 10	21 st July 10	a) To receive proposal from committee re: Sensory Garden Project. b) To receive report re: Opening Event for Fitness For All Project.
10.5 TOWN PARTNERSHIP Committee	16 th Feb 09	13 th Apr 10	a) To receive request for additional information on the Town Council's letterhead and e-mails.
10.6 PERSONNEL	25 th Jan 10	12 th Apr 10	
10.7 MARKET	29 th Mar 10	24 th May 10	a) **Copy of correspondence with Mr. D. Smith relating to the Market in the Assembly Rooms. b) To receive details of a petition re: Saturday Indoor Market. c) To discuss the Market Working Group
10.8 Youth Council	1 st Mar 10	26 th Apr 10	
10.9 Twinning Liaison Committee	8 th Mar 10		**Copies of letters to Couhe and Hemmoor for information.

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 Infant School (Cllr Skinner)

11.1.5 Swaffham Town Estate (Cllrs Butters and Darby)

11.1.6 Swaffham & District Tourism Association (Cllr Wickerson)

11.1.7 Olive Tree Project (Cllr Skinner)

- 11.1.8 **Swimming Pool Association** (Cllr Wade) Cllr Gunner as substitute
- 11.1.9 **Garden Science Trust** (Cllr Wade)
- 11.1.10 **Health Forum** (Cllr Wade)
- 11.1.11 **Breckland CCTV Group** (Town Clerk)
- 11.1.12 **Swaffham Community Transport** (Cllr Gunner)
- 11.1.13 **Learning Partnership** (no representative)
- 11.1.14 **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 press release regarding: **Parking Pledge for Breckland.**
- (b)**To receive press release regarding: **Junior Masterchef Finalists.**
- (c) To receive any late Breckland correspondence for information only.

12.2**To receive and consider details of the Transfer of Play Areas from Breckland Council to Swaffham Town Council.

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.

13.2.**To receive and discuss the updated Market Fair Scheme.

13.3 To record receipt of copied Public Rights of Way network plans.

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

14.1. Personnel – 12th April – 2pm - Town Clerks Office

14.2. Town Partnership – 13th April – 6pm – Council Chamber

14.3. Toilet Working Group – 20th April – 5pm – Town Clerks Office

14.4. Finance & G.P. Committee – 21st April – 7.00pm in the Council Chamber

14.5. Youth Council – 26th April – 6.30pm in the Council Chamber

14.6. Annual Town Assembly – 28th April – 7.00pm in the Assembly Rooms.

14.7 Full Council Annual meeting – 12th May 2010 – 6.45pm in the Council Chamber.

15 ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:

15.1. To receive confidential report regarding Mazars.

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

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