



SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

Tel: 01760 722922

e-mail: enquiries@swaffhamtowncouncil.gov.uk

Fax: 01760 720469

www.swaffhamtowncouncil.gov.uk

Town Clerk:

Richard Bishop BA Hons. (Local Policy) FILCM

e-mail: richard@swaffhamtowncouncil.gov.uk

Deputy Town Clerk:

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

e-mail: michelle@swaffhamtowncouncil.gov.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 10th February 2010 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 4th February 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 10th February 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 December:

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 13th January 2010 – Extraordinary Full Council.

5.2** Wednesday 20th January 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.

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/2009/1079/A Consent to display advertisements to replace existing ATM collar on cash point and replace existing window display with an A1 poster display and illumination. 61 Market Place. Lloyds Banking Group.	3PL/2009/1018/F Planning permission granted for the continuation of part of car park for car sales with portacabin office and new workshop building, car wash etc. Legends, A47. Mr. S. Bell.
3PL/2009/1104/F Planning permission granted for proposed extension to dwelling. 42 Mill Farm Nurseries. Mr. Brian Reynolds.	3PL/2009/0920/F Planning permission granted for the demolition of cart sheds, erection of 12 new dwellings & redesign previous application scheme to provide additional 3 homes. Site south of former Bernard Matthews premises, Castle Acre Road. Abel Homes Ltd.
3PL/2009/1103/CU Planning permission granted for the variation of condition No. 3 of 3PL/95/583/CU to allow the premises to be used as a MOT Testing Station. 4 Castle Acre Road, Trevor Greef Motor Services Ltd.	

7.2 To receive and consider the following planning applications:-

a) 3PL/2010/0023/CU Change of use to vehicle wash for use by general public (retrospective). 53 Station Street. SAS Vehicles Hire.	b) 3PL/2010/0049/F Erection of 2 No. two storey dwellings with associated parking. 75 The Oaklands. Mr. Creed and Miss Gilding.
c) 3PL/2010/0069/F Proposed alterations and extension. The Paddocks, Cley Road. Dr. Sanjay Kaushal.	d) 3PL/2009/1193/F Photovoltaic solar panel mounted on a rotating tracker. Ecotech Centre, Turbine Way. Next Generation Ltd.

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.

Core Strategy and Development Control Policies – Development Plan Document – Adoption statement 17th December 2009.

8. FINANCE:

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

9. To receive GENERAL CORRESPONDENCE:

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

- (a) To receive confirmation of grant application relating to the Civic Twinning visit in September 2010 under the Europe for Citizens Programme – European Union.
- (b) To receive e-mailed correspondence from Mr. B. Law re- 'Swaffham, fakenham & Watton as it is'.
- (c) To receive thank you letter from Norfolk Deaf association.
- (d) To receive thank you note from Citizens Advice Bureau.
- (e) To receive any late correspondence for information only.

9.2 To receive and consider letter in respect of the Public Toilets from Mrs. E. Heads.

9.3 To receive and consider invitation to Larger Councils meeting on Tuesday 9th March 2010 at Aylsham Town Council (speakers Daniel Cox, Leader of Norfolk County Council and Chris Walton, Head of Democratic Services, Norfolk County Council).

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	4 th Nov 09	3 rd Feb 10	**To receive correspondence relating to Chickens at Shouldham Lane allotments.
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	16 th Dec 09	16 th Feb 10	
10.6 PERSONNEL	25 th Jan 10		
10.7 MARKET	25 th Jan 10	29 th Mar 10	**To receive recent correspondence relating to the 'Indoor Market' and give consideration to a proposed policy change put forward by the Open Spaces Committee in respect of the Market Charter.
10.8 Youth Council	18 th Jan 10	1 st Mar 10	
10.9 Twinning Liaison Committee	28 th Sept 09	2 nd March 10	**To receive and consider letter from Swaffham Twinning Association regarding 796.55 Euros.

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)

****Invitation to all Councillors and staff to the re-opening of the Museum on Saturday 13th February**

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 'Join the Breckland Blitz' – 7 week clean up from 1st March 2010.**
- (b) ****To receive copy of permission granted to the Norfolk & Norwich association for the Blind to use the Market Place Car Park on 27th, 28th and 29th April 2010.**
- (c) ****To receive correspondence relating to Application for the Variation of a Premises Licence Premises: White Hart Inn, 2 London street.**
- (d) **To receive any late Breckland correspondence for information only.**

12.2 ****To receive and consider nominees for the 'Seventh Annual Norfolk Waste Partnership Awards' to be held on 29th March 2010.**

13. NORFOLK COUNTY COUNCIL.

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

- (a) **To receive information re-'Scamnesty' programme 1st – 26th February 2010. GREEN**
- (b) **To receive any late County Council correspondence for information only.**

13.2 ****To receive and consider information relating to resurfacing of footpath from Campinglands through the Antingham's – Mr. D. Mills, Countryside Access Officer.**

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

14.1 Wednesday 16th February 2010 **Town Partnership Committee** 6.00pm at the Town Hall.

14.2 Monday 1st March 2010 **Youth Council** 6.30pm at the Town Hall.

14.3 Tuesday 2nd March 2010 **Twinning Liaison Committee** 7.00pm at the Town Hall.

14.4 Wednesday 10th March 2010 - **Full Council** – 6.45pm at the Town Hall.

14.5 Monday 22nd March 2010 **Relief in Need Charity** 7pm at the Town Hall.

14.6 Monday 29th March 2010 – **Market Committee** – 6.30pm 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 report from the Personnel Committee.

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

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