



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 20th January 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 13th January 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 (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 20th January 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:

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.

3.4 To receive a report from the **Clean Neighbourhood Officer Keith Fuller** from Breckland Council.

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 9th December 2009 – Full Council.

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

6.1 To receive Diary Dates – list of meetings 2010.

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

6.3 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/2009/1012/F Planning permission granted for the extension of annex & change flat roof to pitched. 3a Low Road, Lynn Road. Mr. B. Cox.	3PL/2009/1029/F Planning permission granted for alterations & extensions to bungalow. 1 Couhe Close. Mr. S. Lee.
3PL/2009/0974/F Planning permission granted for double garage & lounge extension. 48 Watton Road. Mr. P. Moulton.	3PL/2009/0331/F Planning permission granted for retirement village comprising care home, cottages, access & parking. Stanfield House, Lynn Road. Mr. J. Ball.
3PL/2009/0901/F Planning permission proposed sub division of 2 plots into 3 plots for 2 no. houses and 1 bungalow. Land off Norwich Road. Mr. Ian Jessett.	3PL/2009/0929/A Consent to display advertisements granted for 1 x fascia sign. Unit 6 Beacon House. NFU Mutual.

7.2 To receive and consider the following planning applications:-

a) 3PL/2009/1198/F Erection of porch & rear single storey extension. 5 Queen Street. Mr. Mick Harris.	
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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.

8. FINANCE:

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

8.2 ** To receive and consider request from Mr. Darren Potts for a catering van permit for the area adjacent to the Buttercross in the Market Place.

9. To receive GENERAL CORRESPONDENCE:

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

(a) To receive letter of thanks from Watton Town Council in respect of use of Market Stalls.

(b) To receive copy of Norfolk Link December 2009. [GREEN]

(c) To receive notice of leaving the market from Mr. N. Wye-Harris.

(d) To receive notice of house to house collections 5th to 25th April 2010 and 4th to 24th April 2011 - Scope.

(e) To receive notice of permission granted for stalls outside the Methodist Rooms on 26th June and 18th September 2010 for Save the Children Fund.

(f) To receive notice of permission granted for a bric-a-brac stall outside the Methodist Church for Friends of Swaffham Junior School.

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

9.2 To receive and consider complainants re- Community Toilet Scheme:-

9.2.1 Mr. P. Cooper, Suffolk

9.2.2 Christopher Fraser MP (for two constituents)

9.2.3 Narborough Parish Council.

9.2.4 Sporle with Palgrave Parish Council.

9.2.5 Dr. R.A. Rayner, North Pickenham

9.2.6 Mr. A. Godfrey, Wellbread Bakery.

9.2.7 Mr. M. Staines, Swaffham.

9.2.8 Narborough with Narford PCC

9.3 To receive and consider complaint regarding early closing of toilets from Kings Coaches in Colchester (28th November and 12th December).

9.4 To receive and consider The Boundary Committee for England – Structural Reviews of Devon, Norfolk and Suffolk: Advice to the Secretary of State (deadline 19th January 2010).

9.5 To receive and consider permission for an 8' x 6' blue shed by Mr. Craig Allen, Tumbler Hill allotments.

9.6 To receive and consider letter from National Anti Snaring Campaign regarding Fenn Type Trap found on allotments at Shouldham Lane.

9.7 To receive and consider suggestions for improvements for Disabled Toilet facilities from Mrs. S. Polaine-Leonard.

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	
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	16 th Oct 09	25 th Jan 10	
10.7 MARKET	21 st Sept 09	25 th Jan 10	
10.8 Youth Council	14 th Dec 09	18 th Jan 10	
10.9 Twinning Liaison Committee	28 th Sept 09	2 nd March 10	

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) 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)** To receive agenda and report for General Purposes Committee regarding Designation of Area under Police and Criminal Justice Act (Designated Public Place DPP). [GREEN].
- (b)** To receive e-mailed correspondence with Graham Green regarding CCTV meeting in late Jan early Feb.
- (c)** To receive any late Breckland correspondence for information only.

12.2 **To receive and consider approval of Pride in Breckland Grant/Sponsorship – Brightening Swaffham’s Gateways.

12.3 **To receive and consider notification of public notice regarding the Designated Public Place (DPP) following permission being granted on 6th January 2010.

12.4 **To receive and consider street naming for Abel Homes development off Admiral Wilson Way, Castle Acre Road. (Sir Archdale Road and Sea Lord Close)

12.5 **To receive and consider transfer of Council owned play areas to Swaffham Town Council.

12.6 **To receive and consider information relating to posters on litter bins competition.

13. NORFOLK COUNTY COUNCIL.

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

- (a)** To receive some e-mailed correspondence in respect of grit bins and various queries re-icy conditions.
- (b)** To receive notification of the library closing from Saturday 6th Feb to Tuesday 16th Feb.
- (c)** To receive adopted list of validation requirements for Planning Applications.
- (d)** To receive details of the Customer Service Manager for the Highways Agency Area 6.
- (e)** To receive any late County Council correspondence for information only.

13.2 **To receive and consider correspondence with Mr. D. Dixon re - removal of a barrier at Princes Street and signage issues; also a copy of a letter sent by Mr. I. Pilcher to Norfolk County Council.

13.3 **To receive and consider proposed street lighting policy – introduction of part night lighting for 318 lights in Swaffham.

13.4 **To receive and consider notes regarding gritting of roads, road gritting programmes and grit bins (including a brief report from the Town Clerk).

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 18th January 2010 **Youth Council** 6.30pm at the Town Hall.

14.2 Monday 25th January 2010 **Personnel Committee** 12.30pm at the Town Hall.

14.3 Monday 25th January 2010 **Relief in Need Charity** 7pm at the Town Hall.

14.4 Monday 1st February 2010 – **Market Committee** – 6.30pm at the Town Hall.

14.5 Wednesday 3rd February 2010 **Open Spaces Committee** 6.30pm at the Town Hall

14.6 Wednesday 3rd February 2010 **Recreation Ground Committee** 7.30pm at the Town Hall..

14.7 Wednesday 10th February 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 LDF consultation feedback .

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

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