



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 July 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 7th July 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 July 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 and consider Police related correspondence as follows:-

- a) Crime stats for May 2010.
- b) E-mailed exchanged with Inspector Porter regarding absence from June meeting.
- c) Notification of revised structure for local delivery.
- d) Request for use of Council Chamber free of charge to reintroduce SNAP meetings.
- e) Request for a grant of £400 towards the proposed gates to the alleyway from the Market Place to Whitsands road.

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 9th June 2010 – Annual Meeting and 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/2010/0286/F Planning permission granted for conversion of existing garage into annexe & erection of new double garage. Stonecroft House, New Sporle Road. Mr. 7 Mrs. D. Stone.	3TL/2010/0409/F Planning permission granted for extension to rear of garage & replace flat roof of garage with a pitched roof. 43 Cley Road. Mr. F. Nicholls.
3PL/2010/0379/F Planning permission granted for a replacement conservatory to the north western elevation. 60 Watton Road. Mrs. Deayton.	3PL/2010/0332/F Planning permission granted for demolition of old timber garage & construction of new block & rendered pitched roof garage. Hillview, 15 Norwich Road. Mr. G. Maskell.

7.2 To receive and consider the following planning applications:-

3PL/2010/0586/F Variation of condition 5 on pp 3PL/2010/0120/F – change of operating times. 53 Station Street. Mr. P. Sands SAS Vehicle Hire.	3PL/2010/0652/LB & 3PL/2010/0681/CU - Provide additional seating area within empty shop unit for the use of the café. 50 Market Place. AMG Leisure Ltd.
3PL/2010/0691/F First floor side extension. 62 Longfields. Mr. A. Martin	3PL/2010/0707/LB Internal & external alterations. 15a Market Place. Fairways Partnership. (**Two letters of objection received)

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

7.4 To receive and consider Site Specific Policies and Proposals Preferred Options Consultation Document – start of consultation period from 16th June to 30th July 2010 including a drop-in event on 16th June at Breckland Offices, Dereham.

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

8. FINANCE:

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

8.2** To receive and consider request for a grant from Norfolk Accident Rescue Service.

8.3** To receive and consider details relating to a parade to honour the RAF II(AC)squadron unit returning from Afghanistan on Friday 6th August 2010.

8.4** To receive and consider response to alarm query by Paul Luxford regarding alarm panel upgrade.

9. To receive GENERAL CORRESPONDENCE:

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

(a)**To receive first monthly report by e-mail from Elizabeth Truss MP.

(b)**To receive copy of e-mailed correspondence with Mr. Roy Fowler in respect of Swaffham Air Cadets cleaning up the churchyard.

(c)**To receive copy of e-mailed request granted for a bric-a-brac stall outside the Methodist Church on 19th June for the Phoenix Singers.

(d)**To receive AGM notification from the Norfolk Playing Field Association for 15th July 2010 at Fakenham Sports Centre and the minutes of the 2009 AGM held at Easton College.

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

9.2** To receive and consider attendance of Democracy Day Monday 19th July 2010 – free event at Pottergate, Norwich organised by Inspire East.

9.3** To receive and consider notification and attendance of a meeting with Elizabeth Truss MP at the Town Hall in Swaffham on 3rd August at 2pm. The two issues on the agenda would be markets and travellers.

9.4** To receive and consider e-mailed correspondence from Steve Shaw the National Co-ordinator of Local works requesting support for ‘Early Day Motion 178’ to reverse community decline and protect thriving communities (under the Sustainable Communities Act).

9.5** To receive and consider complaint received via Breckland and County Council’s from Mr. Neil Evans (Thetford) regarding poor condition of the public toilets.

9.6** To receive and consider request from Peter Jackson to use the Buttercross on Sunday 5th September as part of a Wedding Fair.

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	10 th May 2010	28 th July 2010	
10.2 OPEN SPACES & AMENITIES Committee	30 th June 10		<p>**(a)To receive and consider amended draft Committee Structure.</p> <p>**(b) To receive and consider information from Howard Marshall SCALGA representative on the Open Spaces Committee. This is in relation to cockerels and the data protection act.</p>

10.3 PLANNING Committee	13 th Aug 09	11 th Aug 10	
10.4 RECREATION GROUND Committee	7 th Apr 10	12 th July 10	**To record criminal damage at recreation Ground on 19 th May and 7 th June 2010.
10.5 TOWN PARTNERSHIP Committee	15 th June 10	10 th Aug 10	** (a) To receive e-mailed correspondence regarding branding for the town from the Economy Group. ** (b) To receive e-mailed correspondence from the Transport Group/Environment Group relating to planters/sign at the entrances of the town. ** (c) To receive and consider draft proposal for funding an additional 1,000 re-useable bags as part of the follow up to the Plastic Bag free launch – these bags to be sold at cost price in order to pay for future orders.
10.6 PERSONNEL	14 th July 10		
10.7 MARKET	14 th June 10	20 th July 10	(a)** To receive and consider amended draft licence; similarly rules & regulations (latter not yet approved by Market Committee). (b) To consider recommendation to sell three Farmers Market Stalls.
10.8 Youth Council	7 th June 10	12 th & 19 th July 10	
10.9 Twinning Liaison Committee	5 th July 10	7 th Sept 10	

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 & 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)

To receive information, e-mailed correspondence with interested parties including estimated costs for CCTV cameras, columns and associated revenue costs.

- 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 details regarding local district councillors 'vocal local posters'.**
- (b)**To receive circular letter, standards newsletter and procedures to fill casual vacancy.**
- (c)**To receive information relating to Breckland Theatre Festival.**
- (d)**To receive a copy of the Criminal Justice and Police Act 2001: The Breckland (Designated Public Places) Order (Swaffham) 2010.**
- (e) To receive any late Breckland correspondence for information only.**

12.2** To receive and consider the variation of a Premises Licence at the Horse & Groom, 40 Lynn Street – representations by 23rd July 2010.

12.3** To receive and consider notification of Licencing Act 2003 – Draft revised Statement of Licencing Policy – viewed online at www.breckland.gov.uk/licencing act consultation

12.4** To receive and consider the Transfer of Breckland Council owned Play Areas to the 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 consider Norfolk Fire Authority Safety Plan – 2011/14 – consultation comments to be returned by 15th August 2010.

13.3**To receive and consider issue relating to a section of obstructed pavement in Brandon Road reported directly to Highways via e-mail by Councillor Pippa Wade.

13.4**To receive and consider Norfolk Minerals and Waste Local Development Framework: Core Strategy and Minerals and Waste Development Management Policies Development Plan Document (DPD – representations by 23rd July 2010.

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

- 14.1 Youth Council – Monday 19th July – 6.30pm – Council Chamber**
- 14.2 Market Working Group – Monday 19th July – 7pm – Eco-Tech**
- 14.3 Market Committee – Tuesday 20th July at 6.30pm – Council Chamber**
- 14.4 Relief in Need Charity – Monday 26th July – 7pm – Council Chamber**
- 14.5 Town Partnership Committee – Tuesday 10th August – 6pm – Council Chamber**
- 14.6 Planning Committee – Wednesday 11th August 2010 – 9.00am – Council Chamber**

14.7 Twinning Liaison (hosts meeting) – Tuesday 7th September – 7pm – Council Chamber

14.8 Full Council – Wednesday 8th September – 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 on staffing issues from the Town Clerk.

15.2(a) & (b) **To receive and consider confidential report from the Town Clerk relating to the LDF submission during the consultation period ending on 26th July 2010.

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

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