



# ***SWAFFHAM TOWN COUNCIL***

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**Town Clerk:**

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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 9<sup>th</sup> February 2011 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 3<sup>rd</sup> February 2011]

### ***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 16<sup>th</sup> May 2007 (and amended on 10<sup>th</sup> 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 9<sup>th</sup> February 2011 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:-

**3.1.1**\*\*To receive crime statistics for Swaffham in December 2010 and notification of the SNAP meeting on 25<sup>th</sup> January (N.B. notification received on 24<sup>th</sup> Jan).

**3.1.2**\*\*To receive

**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 and consider information/correspondence relating to the **WAR MEMORIAL** and additional plaque (representatives will be present from the Swaffham Branch of the Royal British Legion and the Swaffham War Memorial Trust.

## 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 12<sup>th</sup> January 2011 – 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 including:

a) Guidance required following the event at the Assembly Rooms on 5<sup>th</sup> February and whether there is a need to invite Mike Knights to a future meeting to speak on the Kings Lynn incinerator.

b) To outline the Council's position in respect of the forthcoming meeting with Zoe Footer Breckland Council on 10<sup>th</sup> Feb (play areas)

c) To briefly report on proposed meeting of Town Clerk & Mayor with representatives of Heygate Farms on 14<sup>th</sup> February.

**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:-

<b>3PL/2010/1225/A</b> - Consent to display advertisements for internally illuminated glazing signage, timber letter sign & externally illuminated timber projecting sign. 7 Market Place. Dee's Group	<b>3PL/2010/1273/CU</b> - Planning permission granted for the change of use from motor cycle sales & repairs to Chinese takeaway (A5). 21 Lynn Street. Mr. G. Page.
<b>3PL/2010/1285/F</b> - Planning Permission Granted for proposed extension & alterations to bungalow to create two storey dwelling. 8 Haspalls Road. Mr. Caleb Deayton.	<b>3PL/2010/1050/F</b> - Planning Permission granted for minor material amendment to 3PL/2009/0920F in respect of garages to plots 32D, 57B, 58B, 59B and 61B.
<b>3TL/2010/1208LB</b> - Listed building consent granted for alterations works to include re-roofing. White Hart Inn PH. 2 London Street. Wellington Pub Co.	<b>3PL/2010/1234/F</b> - Planning permission granted for removal of condition 16 on 3PL/2007/1867/F re demolition of outbuilding. Eversley House, 8 - 10 Station Street. Mr. R. Clarke & Mrs. B. Clarke.
<b>3PL/2010/1087/O</b> - Outline Planning permission granted for residential development. Land off New Sporle Road. Mrs. M. Timmins.	<b>3PL/2010/1173/F</b> - Planning permission and Listed building consent <b>3PL/2010/1174/LB</b> granted for conversion of site to 3 residential units and alterations for 2 shops. Kings Arms, 21 Market Place. Carstowe Properties Ltd.
<b>3PL/2010/1226/F</b> - Planning Permission and Listed building consent 3PL/2010/1227/F Granted for part exchange of use of one side of the existing building from A2 to A1/A3 & various signage.	<b>3PL/2010/1143/F</b> - Planning permission granted

**7.2** To receive and consider the following planning applications:-

<b>3PL/2010/0023/F</b> - Demolish existing conservatory & erection of single storey garden room. 19 & 21 London Street. Mr. K. Burke	
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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.

(a) Local Development Framework - Site Specific Policies and Proposals Development Plan and Proposals Maps - Publication of the Proposed Submission Document - representations can be made from 7<sup>th</sup> February to 21<sup>st</sup> March 2011,

## **8. FINANCE:**

**8.1\*\*** To receive and consider Accounts for Payments for February 2011.

**8.2\*\*** To receive and consider NALC Financial update – Draft Accounts & Audit Regulation document from the NALC Audit & accounts Advisor. To record receipt of e-mailed copy of consultation document for the Revision and consolidation of the accounts and audit Regulations 2003 (SI 2003 No 533) as amended (deadline 4<sup>th</sup> March 2011)

**8.3** To receive a brief report from the Town Clerk in respect of the Tax Base and the impact this has on the Council's Precept for 2011/12.

## **9. To receive GENERAL CORRESPONDENCE:**

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

- (a)\*\*** To receive the eighth monthly report from Elizabeth Truss MP.
- (b)\*\*** To receive reply re-RAF Marham from Ministry of Defence.
- (c)\*\*** To receive reply re-RAF Marham from RAF Headquarters Air Command.
- (d)\*\*** To receive a brief update on the 'First round of completion of the Sustainable Communities Act.
- (e)\*\*** To receive circular letter from Home Hospice Support Swaffham & Litcham.
- (f)** To receive any late correspondence for information only.

**9.2\*\*** To receive and consider attendance of Larger Councils meeting at Holt on Thursday February 17<sup>th</sup> at 1am (topics Localism bill, War Memorials and Litter).

**9.3\*\*** To receive and consider letter from Ward Gethin representing Mr. Davies in respect of allotments 95, 97 and 103 Magazine Field.

**9.4\*\*** To receive and consider letter from Mr. B.W. Jolly in respect of street lighting changes in Cygnet Walk.

**9.5\*\*** To receive and consider letter addressed to the Mayor in respect of parking issues and various observations relating to maintenance of certain areas within the town centre.

**9.6\*\*** To receive and consider information relating to 'the Queen Elizabeth II Fields Challenge' and the aim of protecting 2012 outdoor recreational sites by the year 2012.

## **10. To receive COMMITTEE reports: (by Chair/Lead Member or Officer)**

N.B. Reports include recommendations **from** or issues that the Council may refer **to** the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.

### **10.1 COMMITTEES - Lead Officer – Town Clerk (under review)**

- a) FINANCE & GENERAL PURPOSES Committee (Last meeting 1<sup>st</sup> Dec – next meeting 23<sup>rd</sup> Feb)
- b) TOWN PARTNERSHIP Committee (& thematic Working Groups) (Last meeting 14<sup>th</sup> Dec – next meeting 15<sup>th</sup> Feb)
  - 1. \*\*To record receipt of advance Swaffham Annual Report.
- c) PLANNING Committee (Last meeting 11<sup>th</sup> Aug – next meeting t.b.a.)
- d) PERSONNEL Committee (Last meeting 1<sup>st</sup> Dec – next meeting t.b.a.)

## **10.2 COMMITTEES - Lead Officer – Deputy Town Clerk (under review)**

- a) RECREATION GROUND Committee (Last meeting 8<sup>th</sup> Nov – next meeting t.b.a)
- b) MARKET Committee (Last meeting 23<sup>rd</sup> Nov – next meeting 21<sup>st</sup> Feb )
- c) YOUTH COUNCIL (Last meeting 24<sup>th</sup> Jan – next meeting 15<sup>th</sup> Mar)

## **10.3 WORKING GROUPS - Lead Officer – Town Clerk**

- a) Budget Working Group (Last meeting 2<sup>nd</sup> Nov – next meeting t.b.a.)
- b) Toilet Working Group (Last meeting 25<sup>th</sup> May – next meeting t.b.a.)
  - 1. To arrange a date for the next Toilet Group meeting.
- c) Market Traditions Working Group (Last meeting 17<sup>th</sup> Jan next meeting )
- d) Twinning Liaison (Last meeting 5<sup>th</sup> July – next meeting t.b.a.)

## **11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

**Iceni Partnership** (Cllr Darby with Cllr Skinner as substitute); **Iceni Partnership Buildings Management:** (Cllrs Darby, Skinner & Wickerson), **Swaffham Museum Ltd** (Cllrs Butters, Gunner & Matthews); **Relief in Need Charity** (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor); **Swaffham Town Estate** (Cllrs Butters and Darby); **Swaffham & District Tourism Association** (Cllr Wickerson); **Olive Tree Project** (Cllr Skinner); **Swimming Pool Association** (Cllr Wade) Cllr Gunner as substitute; **Garden Science Trust** (Cllr Wade); **Health Forum** (Cllr Wade); **Breckland CCTV Group** (Town Clerk); **Swaffham Community Transport** (Cllr Gunner); **Learning Partnership** (no representative); **Norfolk Association of Local Councils** (Cllr Matthews)

**11.1** To receive Community Group, Club, Charity, Society or Agency reports.

## **12. BRECKLAND COUNCIL.**

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

- (a)\*\***To receive minutes of Parking Task & Finish Group for the meeting held in Swaffham on 25<sup>th</sup> January 2011.
- (b)** To receive e-mailed correspondence from Richard Wills of Pride of Breckland regarding using the Buttercross on Saturday 14<sup>th</sup> May to launch guide walks initiative and promoting a Swaffham booklet.
- (c)** To receive any late Breckland correspondence for information only.

**12.2\*\***To receive & consider District & Parish Election timetable and an event on Wednesday 2<sup>nd</sup> March 2011 to find out more about local government and standing for election.

## **13. NORFOLK COUNTY COUNCIL.**

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

- (a)\*\***To receive copy of e-mailed correspondence from a new resident in Castle Acre Road Carol Henderson with Paul Groom Highway Engineer.

**(b)\*\***To receive information confirming the completion of consultation for part night lighting in Swaffham.

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

**13.2\*\***To receive and consider information relating to Grit Bins located around the town (e-mailed correspondence with Paul Groom and further request for a grit bin from Charles Gunner in respect of Oakleigh Drive.

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

14.1 Town Partnership Committee – Tuesday 15<sup>th</sup> Feb – 6.00pm – Council Chamber

14.2 Market Committee – Monday 21<sup>st</sup> Feb – 7pm – Council Chamber

14.3 Finance & G.P. Committee – Wednesday 23<sup>rd</sup> Feb - 7pm – Council Chamber.

14.4 Full Council Wednesday 9<sup>th</sup> March – 6.45pm – Council Chamber

14.5 Youth Council Tuesday 15<sup>th</sup> March – 7.30pm – Community Centre

14.6 **Councillor Roadshow – ‘Do you want to be a Town Councillor?’** Wed 16<sup>th</sup> – 7pm – 9pm – Council Chamber

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

15.1 \*\*To receive and consider nomination for Honorary Citizen.

15.2 \*\*To receive and consider latest e-mailed correspondence with Elaine Bird Swaffham Newsletter Editor in respect of current dispute.

15.3 To receive and consider proposed staff TUPE transfer proposal and subsequent budgetary implications for 2011/12.

15.4 To receive and consider confidential report in respect of writing off long standing debts.

15.5 To receive and consider confidential report in respect of Age Concern related to management of payroll.

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

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