



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 9th March 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 3rd March 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 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 9th March 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 January 2011 and notification of the SNAP meeting on 29th March 2011 at 10am at the Fire Station, Swaffham.

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 February 2011 – Full Council.

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

6.1 a) Meeting on Monday 14th February 2011 with representatives from Heygate Farms, also in attendance the Mayor Cllr I Sherwood, Town Clerk R Bishop and Deputy Town Clerk D Turner.

6.1 b) To update councillors on the SLCC Conference in Stoke attended by both the Town Clerk and Deputy Town Clerk.

6.1 c) To update Councillors on the Councillor Roadshow Wed 16th March – 7pm – 9pm – Council Chamber

6.2 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/2010/1279/F & 3PL/2010/1280/LB - Planning permission granted for alterations to fenestration, internal alterations to form disabled WC & kitchen, extract & air conditioning. Greens Development, 17 Station Street Swaffham.	3PL/2010/1082/F & 3PL/2010/1083/LB - Planning permission granted for conversion of first floor to 4 x 2 bed flats & ground floor to self contained retail units, repairs & alterations. Mr J Reape, 3-8 Plowright Place Swaffham.
3PL/2010/1314/F - Planning permission granted for construction of 3 detached dwellings with garages. Fransham Farm Co. Ltd, Swansnest Farm Bayfield Way Watton Road Swaffham.	3PL/2010/1309/F - Planning permission granted for single storey extensions to bungalow. Mr G Hayes, 9 Southlands Swaffham.

7.2 To receive and consider the following planning applications:-

3PL/2011/0142/F - Study/vestibule and first floor bedroom/en-suite extensions. Mr K Freezer, Rookery Farm Swaffham.	3PL/2011/0162/F - Proposed extensions. Mr R Goodwin, 4 Northfield Road Swaffham
3PL/2010/1365/F & 3PL/2010/1366/LB - Redevelopment of the Hammonds High School of 18 The Market Place, Swaffham to provide 14 dwellings. The Hammond Educational Charity.	3PL/2011/0105/F - Two storey extension, erect conservatories & demolish existing kitchen extension. Mr I Swadling, Vine Cottage Pleasant Row Swaffham.

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 March 2011.

8.2** Age UK Norfolk- 'Campaign for later life in Norfolk' - request for a financial donation

8.3** Email received by Breckland District Council regarding a residents request for a dog bin located at Adastral Place, Swaffham

9. To receive GENERAL CORRESPONDENCE:

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

(a)** To receive a letter and Newsletter from Swaffham and District SPA – Spring 2011, AGM date 18th April 2011 1930hrs, Assembly Rooms Swaffham.

(b)** To receive the ninth monthly report from Elizabeth Truss MP.

(c) To receive the Norfolk Association of Local Councils (NALC) – Norfolk Link Newsletter January 2011

(d)** To update councillors on the circular letter sent to Newsletter volunteers relating to the Swaffham Newsletter.

(e)** To update councillors on the letter sent to Mr P Ison in reply to his previous letter regarding various issues around the town.

(f)** To update councillors on the correspondence with Mr B Jolly regarding street lighting.

(g)** To update councillors on the email received from Mr P Harris regarding the Swaffham Newsletter.

(h)** To receive the Norfolk Association of Local Councils Newsletter, Norfolk Link Extra – Spring 2011

(i)** To update councillors on the request from Friends of Swaffham Junior School to hold a Bric-a-brac stall on Saturday 30th April 2011.

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

9.2** To receive a request to erect three Polytunnels on the Tumbler Hill Allotment site.

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 23rd Feb – next meeting t.b.a.)
 - 1. To receive report and recommendation from Finance Committee to take on play areas from Breckland District Council.
- b) TOWN PARTNERSHIP Committee (& thematic Working Groups) (Last meeting 15th Feb – next meeting t.b.a.)
 - 1. last meeting held on 15th February 2011.
 - 2. To nominate a councillor to represent the Town Council on the Advance /Swaffham Action Group
- c) PLANNING Committee (Last meeting 11th Aug – next meeting 1st Mar)
- d) PERSONNEL Committee (Last meeting 1st Dec – next meeting t.b.a.)

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

- a) RECREATION GROUND Committee (Last meeting 7th Mar – next meeting t.b.a.)
- b) MARKET Committee (Last meeting 21st Feb – next meeting 11th Apr) To discuss Market Policy with regards to Casual Traders
- c) YOUTH COUNCIL (Last meeting 24th Jan – next meeting 15th Mar)

10.3 WORKING GROUPS - Lead Officer – Town Clerk

- a) Budget Working Group (Last meeting 2nd Nov – next meeting t.b.a.)
- b) Toilet Working Group (Last meeting 25th May – next meeting 22nd May)
 - 1. To arrange a date for the next Toilet Group meeting.
- c) Market Traditions Working Group (Last meeting 28th Feb – next meeting t.b.a.)
- d) Twinning Liaison (Last meeting 5th July – next meeting 28th Mar)

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)**** Town and Parish Council Forum – Monday 14th March 2011 1730hrs, Dereham.
- (b)**** To inform councillors of new training programme from Breckland District Council.
- (c)*** To receive Breckland District Council's Town and Parish Council Newsletter.
- (d)** To receive any late Breckland correspondence for information only.

12.2** To receive a report from the Town Clerk regarding temporary conditional licence for the planting and necessary access to maintain trees on the land off Orford Road. Signed copy of letter returned to the Asset Manager.

13. NORFOLK COUNTY COUNCIL.

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

- (a)**** To receive notice regarding changes to concessionary travel in Norfolk.
- (b)**** To receive notification of works to be carried out on Swaffham London Street Footway on 21st February for 4 weeks.
- (c)**** to receive emailed correspondence from Paul Groom regarding New Street lighting in Swaffham.
- (d)** To receive any late County Council correspondence for information only.

13.2** To receive and consider emailed correspondence from Walter Rogers regarding Sporle Road from Station Street consideration of one way system.

13.3** To receive and consider letter to discuss possible highways services being taken on by Town Councils.

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 Tuesday 15th March – 7.30pm – Community Centre

14.2 Councillor Roadshow - 'Do you want to be a Town Councillor?' Wed 16th March – 7pm – 9pm – Council Chamber

14.3 Relief In Need Monday 21st March – 7pm – 8pm.

14.4 Twinning Liaison Monday 28th March - 7pm

14.5 Full Council Wednesday 13th April 6.45pm – Council Chamber

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

15.1** To consider ongoing correspondence relating to Mr Davies, Allotment tenant, and Ward Gethin, solicitors, representing Mr Davies.

15.2 To consider ongoing correspondence in relation to a legal challenge by Elaine Bird, Swaffham Newsletter in respect of current disputed invoice.

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

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