



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. Debbie Turner

e-mail: debbie@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 13th April 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 7th April 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 13th April 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 February 2011

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 March 2011 – Full Council.

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

6.1 a) To report on the forthcoming local Council Elections.

6.1 b) **To review the following policies as part of updating the 'Councillor Information & Guide' files which will be distributed to all Councillors following the forthcoming elections:-

B1) Community Engagement Strategy

B2) Child Protection Policy

B3) Training Statement and Development Policy

B4) Smoke Free Policy

B5) Emergency Evacuation & Fire Escape Procedure

B6) Stress Policy

B7) Procedures for Visitors to Town Council owned premises

B8) Health & Safety Policy

6.1 c) To discuss Agenda for Annual Town Assembly and resolve who is giving various reports at the meeting.

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/2011/0015/A Consent to display advertisements granted for retention of illuminated sign (retrospective) McColls. Bankmachine Ltd	3PL/2011/0014/F Planning permission granted for the retention of ATM (retrospective) McColls. Bankmachine Ltd.
3PL/2010/1347/F Installation of 3no. above ground LPG storage tanks and single LPG dispensing pump. BP Filling Station. Malthurst fuels Ltd.	3PL/2011/0023/F Planning permission granted for the demolition of existing conservatory 7 erection of single storey garden room. 19 & 21 London street. Mr. K. Burke.
3PL/2010/1263/F Planning permission for two dwellings with garages. 1 Low road. Mr. B.V. Rowe.	

7.2 To receive and consider the following planning applications:-

3PL/2011/0161/F – Erection of industrial unit for B1 (excluding B1a), B2 and B8 use. Glen House Estates Ltd, Plot 1 adjoining unit 1 Tower Meadows Industrial Estate	3PL/2011/0271/LB – Demolition & replacement of existing unsound chimney stack & alterations to 2 existing openings. Mr M Balshaw, Point House 25 Station Street
3PL/2011/0281/A – 1 No of illuminated A1 portrait window marketing display unit located to the rear of the shop front glazing. Lloyds Banking Group, 61 Market Place	3PL/2011/0303/F Erection of conservatory to side of property. 4 Orchard Place. Mr. & Mrs. C. Banyard.
3PL/2011/0313/F Remove hedge and replace with 6ft “colourfence” fencing. 5 Orchard place. Mrs. Bridgette Evans	3PL/2011/0316/F Proposed extension & alterations. 29 King Street. Mr. Kevin Williams.

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.

7.4.1** Planning Inspectorate interim decision relating to reclassification of two ‘Roads used as Public Pathways’ (RUPPs)

8. FINANCE:

8.1** To receive and consider Accounts for Payments for April 2011.

8.2** To receive and consider Notice and Conclusion of the audit 31st March 2010 with external auditors report from Mazars Ltd.

8.3** To receive and consider notice of audit for the year ended 31st March 2011; annual returned submitted by 4th July 2011 and electors’ rights exercised by 25th July 2011.

8.4** To receive and consider request to use the Recreation Ground in June/July this year for a car boot sale and a few stalls to raise money for Muscular Dystrophy.

8.5** To receive and consider report from the Town Clerk in respect of the location of litter bins, dog bins and grit bins, guidance on installation of litter & dog bins – to give consideration for various requests around the town.

8.6** To receive and consider request for match funding of £3,700 from Icen Partnership on behalf of the Advance Swaffham Action Group – to assist in a grant application to Brecks Rural Development Plan – “Swaffham in the Brecks” project.

9. To receive GENERAL CORRESPONDENCE:

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

- (a)**** To receive the tenth monthly report from Elizabeth Truss MP
- (b)**** To receive information relating to granted request for a bric-a-brac stall outside the Methodist Church on Saturday 4th June 2011.
- (c)**** To receive information relating to ‘Your Paintings’ brochure and the Town Council collection (one painting).
- (d)** To receive any late correspondence for information only.

9.2** To receive invitation and confirm councillors attendance to the FEPOW Dedication of the Granite Wedge at the War Memorial – 3rd July 2011 1530hrs.

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 6th April 2011 – next meeting 22nd June 2011.)
- b) ADVANCE SWAFFHAM ACTION GROUP (& thematic Working Groups) (Last meeting 12th April – next meeting t.b.a.)
- c) PLANNING Committee (Last meeting 11th Aug – next meeting t.b.a)
to receive a report following the meeting with representatives of Gladedale Homes on 5th April 2011.
- 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 16th May 2011)
- b) MARKET Committee (Last meeting 21st Feb – next meeting 11th Apr)
**To receive and consider e-mailed correspondence with Mr. Rob Christie (cheese trader) in respect of advertising for new traders.
- c) YOUTH COUNCIL (Last meeting 5th Apr – next meeting 9th May)

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 22nd March – next meeting 26th April)

c) Market Traditions Working Group (Last meeting 28th Feb – next meeting t.b.a.)

d) Twinning Liaison (Last meeting 28th Mar)

**To receive and consider e-mailed exchanges with the Twinning Association, issues report coming out of the recent liaison meeting on 28th March, original 'pledge of friendship' and 'twinning oath' and draft Twinning policy April 2011.

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); **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); **SCALGA** (to add in May 2011)

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 Breckland District Council's Town and Parish Council Newsletter.

(b)** To receive details of 'Norfolk Village Games' Sunday 29th June 2011.

(c)** To receive e-mailed correspondence with Adam Jackson regarding accommodating the Breckland Bus containing the Customer Service Office on a Saturday at the Market.

(d)** To receive e-mailed correspondence with Land Management Officer Zoe Footer in respect of the transfer of Play Areas and in relation to the lease for the Community Orchard.

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

12.2** To receive and consider request to vote for the asset Management team in the annual awards for Property Company of the Year.

12.3** To receive and consider e-mailed exchanged with Environmental Health regarding publicity of the problems of the public feeding ducks at Northwell Pool.

12.4** To receive and consider street naming and numbering for development at Swans Nest Farm, Watton road – proposed name 'Bayfield Way'.

13. NORFOLK COUNTY COUNCIL.

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

(a)** To receive an update on the Town and Parish Council Forum held on Monday 14th March 2011.

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

13.2** To receive and consider emailed correspondence from Martyn Wegg in respect of the PFI installation of street lighting around the town.

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

- 14.1** Public Toilet Working Group – Tuesday 26th April 2011 5pm – Town Hall
- 14.2** TOWN ASSEMBLY – Wednesday 27th April 2011 – Council Chamber
- 14.3** LOCAL COUNCIL ELECTIONS – Thursday 5th May 2011
- 14.4** Youth Council/ACOSY – Monday 9th May 2011 6.30pm – Community Centre
- 14.5** Annual/First meeting Full Council Wednesday 11th May 2011 6.45pm – Council Chamber
- 14.6** Recreation Ground Committee – Monday 16th May 2011 7pm – Council Chamber
- 14.7** Relief in Need Charity – Monday 23rd May 2011 7pm – Council Chamber
- 14.8** NCC Highways - Taking on services – Wednesday 25th May 2011 7pm – Council Chamber

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

- 15.1** To consider ongoing correspondence in relation to a legal challenge by Elaine Bird, Swaffham Newsletter in respect of current disputed invoice.
- 15.2** **To consider ongoing correspondence in relation to Mr Davies in respect of current allotment tenancy dispute.
- 15.3** To discuss the nominations for the Mayor and Deputy Mayor for 2011/12 & review Council policy/protocol within Standing Orders.

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

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