



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 the full Council meeting of the Town Council to be held on **Wednesday 13th July 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 July 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 July 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 May 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.

3.4 **To introduce Ellen Blake who has just taken on the **SWAFFHAM NEWSLETTER** as a new business venture from Elaine Bird. To receive and consider alternative proposal to re-establish editorial in the Swaffham Newsletter and to consider financial detail prior to submitting grant application re-Archant Community Newsletter.

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 8th June 2011 – Full Council.

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

6.1 a)* Review of Standing Orders (COUNCILLORS PLEASE NOTE INFORMATION CIRCULATED PREVIOUSLY)

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/2011/0313/F – Planning Refusal – Remove hedge and replace with 6ft ‘Colourfence’ fencing. Mrs B Evans, 5 Orchard Place. | 3PL/2011/0427/F – Planning Permission – Conservatory to rear. Mr Morris, 4 Sutton Road. |
|--|--|

7.2 To receive and consider the following planning applications:-

| | |
|--|--|
| 3PL/2011/0622/F - Proposed site for single dwelling. Site Adjacent 1 Mill Lane. Mr. M. Goldsmith. | 3PL/2011/0644/F - Extension of existing bungalow to form two dwellings with twin garage & means of access. Chiff Chaff, 19 Lynn Road. S. Davey c/o agent. |
|--|--|

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

7.4 Notice relating to planning application 3AG/2011/0011/AG – Hullgate Field, Bramble Lane, Swaffham, prior approval of the council will be required with regard to the design and external appearance of the development.**

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

- CRB No. 8 Swaffham - Definitive Map (Reclassification) Order 1999.
- E-mailed correspondence with James Dean regarding Advance Swaffham input into Section 106 discussions and prioritising Transport improvements.

7.6 To receive and consider circular e-mail regarding Planning Application C/2/2011/2020 - Saddlebow Incinerator - 'The Willows Power & Recycling Centre' and official notification of Planning application from Norfolk County Council - 42 days from 22nd June to make any comments on this planning application.**

8. FINANCE:

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

8.2* To ratify the decision made at the Full Council meeting on 8th June 2011 to approve the ‘Gold’ quote from Anglia Computer Solutions for the replacement of the office server.

8.3 To receive and consider concluding correspondence and expenditure incurred in relation to an allotment tenant vacating two allotments and retaining one allotment.**

9. To receive GENERAL CORRESPONDENCE:

- 9.1** To receive the following correspondence for information only: -**
- (a)** To receive information relating to Green Community Challenge 2011 Saturday 16th July.**
 - (b)** To receive the post installation Inspection for the teenage equipment.**
 - (c)** To receive e-mailed correspondence with Roger McKee regarding website links.**
 - (d)** To receive correspondence from Mr & Mrs Stevens relating to Northwell Pool ducks.**
 - (e) To record receipt of Norfolk Association of Local Councils (Norfolk ALC) Newsletter – Norfolk Link.**
 - (f)** To receive e-mailed request to hold Tai Chai lesson on the Campingland on 7th August for Marie Curie Cancer Care.**
 - (g)** To receive copy of complaint regarding strimming in the Cemetery - Mr. Howlett**
 - (h)** To receive details of Norfolk ALC Clerk of the Year Competition.**
 - (i)** To receive a letter of thanks from HM Revenue & Customs.**
 - (j) To receive any late correspondence for information only.**

9.2 To receive and consider Norfolk ALC AGM 2011 – Resolutions for Debate.**

9.3 To receive and consider Norfolk ALC Summer Picnic and Sustainability Event invitation.**

9.4 To receive and consider request from Leiston-cum-Sizewell TC to lobby for new planning guidance to encourage developers to attend Council meetings to answer questions about their planning applications and provide resources to access their applications.**

9.5 To receive and consider Norfolk ALC nominations for officers for 2011/12.**

9.6** To receive and consider letter from James Bushby regarding weed on the Campingland.

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/Deputy Town Clerk (under review)

- a) FINANCE & GENERAL PURPOSES Committee (Last meeting 22nd Jun – next meeting t.b.a.)
To receive a report from the Town Clerk regarding potential sponsorship income.
- b) PLANNING Committee (Last meeting 11th Aug – next meeting t.b.a.)
- c) PERSONNEL Committee (Last meeting 1st Dec – next meeting t.b.a.)
- d) RECREATION GROUND Committee (Last meeting 13th June – next meeting 11th July.)
- e) MARKET Committee (Last meeting 20th June – next meeting 5th September)
To receive notification of sickness period for Mr. C. Dixon.
- f) YOUTH COUNCIL (Last meeting 20th June – next meeting t.b.a.)

10.2 WORKING GROUPS - Lead Officer – Town Clerk/Deputy Town Clerk (under review)

- a) Budget Working Group (Last meeting 2nd Nov – next meeting t.b.a.) Last year the work of the Budget Working Group was kick started by an informal meeting of the full Council, this process will be repeated again this year with the informal budget meeting to be held on Monday 25th July.
- b) Toilet Working Group (Last meeting 20th June – next meeting 11th July.) An extraordinary meeting to discuss the report from the Toilet Working Group has been called for Monday 18th July.
- c) Twinning Liaison (Last 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, Lister, & Skinner), **Advance Swaffham Action Group** (Cllr Gunner with Cllr Darby as substitute), **Swaffham Museum Ltd** (Cllr Matthews); **Relief in Need Charity** (Cllrs Darby, Gunner & Skinner + Mayor & Deputy Mayor); **Swaffham Town Estate** (Cllrs Darby and Edwards); **Swaffham & District Tourism Association** (Cllr Wickerson); **Swimming Pool Association** (Cllr Wade with Cllr Gunner as substitute); **Garden Science Trust** (Cllr Wade); **Health Forum** (Cllrs Wade and Jennison); **Breckland CCTV Group** (Town Clerk); **Swaffham Community Transport** (Cllr Gunner); **Norfolk Association of Local Councils** (Cllr Matthews); **SCALGA** (Cllr Edwards)

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

- (a) **Swaffham Community Transport
- (b) **Swaffham in Bloom

12. BRECKLAND COUNCIL.

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

- (a) To receive statement from Leader William Nunn regarding Site Specific Proposals and the introduction of the Community Infrastructure Levy.
- (b) To receive any late Breckland correspondence for information only.

12.2 To consider Street Lighting – as requested by Cllr S. Lister.

12.3** To receive and consider consultation on introducing a scheme for licensing Houses in Multiple Occupation.

12.4** To receive and consider review for Polling Districts, Polling Places and Polling Stations.

13. NORFOLK COUNTY COUNCIL.

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

(a)** To receive correspondence relating to the encroachment of highway at Peter Wells Caravans

(b)** To receive notification of Footway resurfacing on C768 Watton Road and A1065 Brandon Road

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

13.2** Norfolk Minerals and Waste Local Development Framework: Minerals Site Specific Allocations and Waste Site Specific Allocations Development Plan Documents: Consultation on Revised Further Issues and Options

13.3** To receive and consider having an event to mark the Queen's Diamond Jubilee 2nd - 5th June 2012.

14. To notify of the DATES and changes of forthcoming meetings and to receive any items to include on a future AGENDA - N.B. all meetings in Council Chamber unless stated:-

14.1 Extraordinary Full Council - Public Toilets - Monday 18th July 2011 at 7pm

14.2 Liaison Meeting with Parochial Church Council - Wed 20th July - **postponed until autumn.**

14.3 Informal meeting of Full Council - Budget - Monday 25th July 2011 at 7pm (not public)

14.4 Digital Mapping Demonstration by Pear Technology - Wednesday 27th July 2011 at 11.30am

14.5 Planning Committee - Wednesday 10th August 2011 at 9am

14.6 ASAG - Tuesday 30th August 2011 at 6pm

14.7 Relief in Need Tuesday 30th August 2011 at 7.30pm

14.8 Recreation Ground Committee Monday 5th September 2011 at 7pm

14.9 Finance & G.P. Committee Wednesday 7th September 2011 at 7pm

14.10 Full Council – Wednesday 14th September 2011 at 6.45pm

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

15.1 To receive a report on staffing issues from the Town Clerk.

15.2** To receive a brief update in relation to the LDF Inspectors meeting on 5th July 2011.

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

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