



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 14th September 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 8th September 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 14th September 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 **June 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 13th July 2011 – Full Council.

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

6.1 a)** To receive and consider Member and Employee Protocol for approval.

6.1 b)** To receive an update following a recent meeting regarding a newsletter policy/agreement for placing inserts into the newsletter and looking at possible charges for Community Group advertising.

6.1.(c) To receive a brief update regarding general administration.

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/2011/0622/F - Planning Permission granted - Erection of a 1 1/2 storey dwelling. Mr M Goldsmith, Site adjacent 1 Mill Lane.	3TL/2011/0021/TL - Extension of time on pp 3PL/2007/1341/F - 22 Dwellings for retirement occupancy. Investec Bank Plc, rear of 23 London Street.
3PL/2011/0644/F - Planning Permission granted - Extension of existing bungalow to form two dwellings with twin garage & means of access.	

7.2 To receive and consider the following planning applications:-

3PL/2011/0868/F - Erection of 335 residential units together with assoc. access, car parking, open spaces & landscape provision. Ben Bailey Homes, Land East of Brandon Road. (N.B. Extension for time to reply approved by Kathryn Matthews @ 18/08/11)	3PL/2011/0969/F and 3PL/2011/0970/CA Detached residential dwelling including demolition of existing garage and boundary wall. 4 Pightle. Mr. Paul Girling.
3PL/2011/0923/F - To construct a Compost Toilet for 27 & 38 Tumbler Hill Allotments - Swaffham Town Council (Escape Project).	3PL/2011/0971/F - Conservatory to the rear of the property. 59A Coronation Grove. Mr. K. Burton.
3PL/2001/0958/O Provision of pair of semi-detached two storey dwellings to area of vacant land between 44 and 46 Sandringham Way.	

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

7.4 To receive planning correspondence, or notifications of planning enforcement & TPO's.

****To record receipt of Breckland Local Development Framework - Thetford Area Action Plan Development Plan Document and Proposal Maps - publication of proposed submission document. To consider making any representations by 4pm on 11th October 2011.**

8. FINANCE:

8.1 To receive and consider Accounts for Payments for August and September 2011.**

8.2 To receive and consider T.T.S.R. grounds maintenance contract which ceases in 2011, request received to continue with their services by renewing their contract (currently out to tender).**

8.3 To receive and consider Pear Technology Quotation for Digital Mapping.**

8.4 To receive and consider request to purchase a set of scales at £119.00 + Vat to assist with the counting of the Swaffham Newsletters in preparation for their monthly delivery.**

8.5 To receive and consider request from former Mayor David Harman to replace the missing Armed Forces Day Flag.**

8.6** To receive and consider Precept Requirement for 2012/13 - to be returned to Breckland Council by 15th December 2011.

9. To receive GENERAL CORRESPONDENCE:

9.1 To receive the following correspondence for information only: -

(a)** To receive the 14th monthly report from Elizabeth Truss MP and e-mailed statement regarding the retention of RAF Marham.

(b)** to receive e-mailed correspondence with Shaun Coomer from Archant regarding a newsletter.

(c)** To receive e-mailed correspondence with Mr. Michael Harris regarding the general condition of his allotment 98 Shoemakers Lane.

(d)** To receive e-mailed correspondence re- advertising/sponsorship from Barnes Print on behalf of Swaffham Football Club regarding their programme for 2011/12.

(e)** to receive e-mailed correspondence re- fundraising request for NORSLAR (Norfolk Lowland Search and Rescue).

(f)** To receive a copy of a complaint from Age Concern regarding a booking changed at short notice by Icen Partnership.

(g)** To receive e-mailed correspondence with Richard Wilkin regarding delivery of the newsletter.

(h)** To receive advisory note from WPS/Aviva regarding the Nationwide Riots.

(i)** To receive correspondence with Mr. Roy Fowler Publicity Officer of 1894 Swaffham Squadron Air Training Corps regarding permission to site a small table outside the old Firework Shop on Saturday 17th September to sell home made cakes and bric-a-brac to raise funds for the Squadron.

(j)** To receive e-mailed correspondence regarding the traveller incursion in the month of August.

(k)** To receive latest correspondence regarding the proposed Kings Lynn Incinerator.

(l)** To receive e-mailed correspondence with Lisa Archer re-newsletter distribution

(m) To record receipt of the Norfolk Age Uk Newsletter - In the Loop Summer 2011.

(n) To record receipt of the Annual Report & Accounts for Norfolk Playing Fields Association 2010-/11

(o) To record receipt of the Norfolk Playing Fields Association Newsletter - Summer 2011

(p) To record receipt of Norfolk association of Local Councils Annual Report 2010/11

(q) To record receipt of Norfolk ALC August 2011 newsletter 'Norfolk Link'

(r) To record receipt of Citizens Advice Bureau Annual report 2010/11

(s) To record receipt of Action for Market Towns Awards 2011

(t) To record receipt of CPRE Green Buildings in Norfolk Open Days 2011 - 17-18, & 24 - 25 Sept.

(u) To record receipt of Anglian Water notification of taking over sewers in the Swaffham area on 1st October - with supporting information.

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

9.2** To receive and consider complaint regarding pot holes leading up to the Public Toilets (Men's) and to receive an updated report from the Town Clerk who will also advise on the legality of filling in the offending pot hole

9.3** To receive and consider a request from the Chairman of Swaffham Rugby Club Paul Brook for the backing of a proposed Swaffham Bonfire Night celebration including a fireworks display on Sunday 6th November at the Rugby Club.

9.4** To receive and consider correspondence with Mrs. P. Coe and Mrs. M. Lloyd in respect of the general condition/grass cutting at the Cemetery; with an updated report from the Town Clerk following a site visit with the contractor.

9.5** To receive and consider the donation of a 12 ft tree by Mrs. Carolyn White who won the tree at Sandringham Flower Show at the Royal Warrant Holders stand.

9.6** To receive and consider correspondence with Mrs. C.E. Darby regarding overhanging branches at White Cottage, 1 Campingland.

9.7** To receive and consider e-mailed correspondence from National Express and copy of letter sent to Elizabeth Truss MP regarding the withdrawal by government of the Coach Concessionary Travel scheme.

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 7th Sept – next meeting 26th Oct.)
- b) PLANNING Committee (Last meeting 10th Aug – next meeting t.b.a)
- c) PERSONNEL Committee (Last meeting 5th Sept – next meeting t.b.a.)

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

- a) RECREATION GROUND Committee (Last meeting 13th Jun – next meeting 26th Sept)
- b) MARKET Committee (Last meeting 5th September – next meeting 21st November)
** To receive and consider correspondence and recommendation from the Market Committee in respect of a proposal by City & County Farmers Ltd to run a Farmers' Market in Swaffham and in West Lexham on alternate weeks.
- c) YOUTH COUNCIL (Last meeting 9th May – next meeting t.b.a.)

10.3 WORKING GROUPS - Lead Officer – Town Clerk

- a) Budget Working Group (Informal 25th July, formal Workshop 7th Sept - next meeting 21st Sept)
- b) Toilet Working Group (11th July for the Group and extraordinary Council meeting on 18th July.)
- c) Market Traditions Working Group (Last meeting 6th June)
- d) 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 Tighe)**; **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); **Learning Partnership** (no representative); **Norfolk Association of Local Councils** (Cllr Matthews); **SCALGA** (Cllr Edwards)

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

(a) CCTV Group - e-mailed correspondence with Grahame Green and request to set up a CCTV Group in Swaffham, a change from the current Breckland Group.

12. BRECKLAND COUNCIL.

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

(a)** To receive e-mailed correspondence with Kellie Dodgson Electoral Registration Officer regarding a canvass promotion at Swaffham Market on 29th October 2011 to assist people in completing their registration forms.

(b)** To receive notification of application for variation of a premises licence at Co-operative Foodstore (formerly Rainbow Foodstore), 6 London St.

(c) To record receipt of 'Breckland Pulse' the Sustainable Community News - Autumn 2011.

(d) To record receipt of Enforcement Guidance Notes for Members, Parish and Town Councils

(e) To record receipt of Planning and Building Control Services - guide.

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

12.2** To receive and consider request to participate in a trial to prepare a list of 20 street names for future developments in Swaffham.

13. NORFOLK COUNTY COUNCIL.

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

(a)** To receive circular letter from Cllr Bill Borrett Cabinet Member for Environment & Waste regarding King's Lynn power and recycling plant.

(b)** To receive details of the latest Highway Rangers visit on 21st July and 10 listed actions that were carried out during their visit.

(c)** To receive e-mailed correspondence with James Dean ASAG Transport Group regarding update of various transport issues following meeting on 6th September with Highway Engineer Paul Groom.

(d)** To receive e-mailed correspondence and circular letter regarding works at A47 over Lynn Road bridge works 11th September to 24th September.

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

13.2** To receive and consider Voluntary Gritting of Footways - Information for local Councils undertaking voluntary gritting of footways, advice for volunteers spreading salt/grit or clearing snow and a draft agreement between Norfolk County Council and a Third Party regarding voluntary gritting of footways.

13.3** To receive and consider a request from Rural Dean Stuart Nairn from St Peter and St Paul Parish Church requesting the provision of 'No Parking' and 'No Waiting' signs for the cobbled highway leading to the churchyard gates.

13.4** To receive and consider e-mailed correspondence with Mr. P. Hudson and Mrs. C. Epsom regarding speeding traffic and associated issues in Cley Road. To also receive an updated report from the Town Clerk.

13.5** To receive and consider e-mailed correspondence with James Dean regarding the final design for 'Town Gateway Signs' following ASAG successful Brecks funding bid.

13.6** To receive and consider information relating to 'signs for events' and e-mailed correspondence regarding removal of a banner for the 'Brecks Food Festival' from railings at the traffic Lights in Swaffham.

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

14.1 Recreation Ground Committee – Monday 26th September 2011 6pm – Council Chamber

14.2 Full Council – Wednesday 12th October 2011 6.45pm – Council Chamber

14.3 Advance Swaffham Action Group (ASAG) – Tuesday 18th October 2011 6pm – Council Chamber

14.4 Finance & G.P. – Wednesday 26th October 2011 7pm – Council Chamber

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

15.1** To receive and consider nominations for Honorary Citizen.

15.2 To consider staffing issues in a report from the Town Clerk

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

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