



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 9th November 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

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 November 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:-

3.2 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 and/or agree the MINUTES:

4.1** Wednesday 12th October 2011 – Full Council.

5. To receive MAYORS' REPORT

5.1 To receive a report on Civic Events attended by the Mayor.

5.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

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

6.1 A brief summary of SLCC National Conference.

6.2 Councillor Information & Guide files.

6.3 Update on voluntary gritting scheme and any issues from meeting with Paul Groom.

6.4 Update on meeting with Parochial Church Council re-Churchyard.

6.5 Bullet point information report on administration since the last meeting.

6.6 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/2011/0969/F - Planning Permission granted - Detached residential dwelling including demolition of existing garage and boundary wall. Mr P Girling, 4 The Pightle.	3PL/2011/0970/CA - Conservation Area Consent granted - Detached residential dwelling including demolition of existing garage and boundary wall. Mr P Girling, 4 The Pightle.
3PL/2011/0971/F - Planning Permission granted - Conservatory to the rear of the property. Mr K Burton, 59a Coronation Grove.	3PL/2011/0997/F - Planning Permission granted - Single storey side infill extension & porch/canopy to front elevation. Mr & Mrs C Spalding, 17 Haspall's Road.
3PL/2011/0817/O - Outline permission granted for residential development of 0.32ha site with all matters reserved. O.S. 0830 Lynn Road Mr. T. Walker.	3PL/2011/0886/LU Construction of new extension to form dining room following the removal of an existing conservatory (Certificate of lawfulness - granted). 17 Northfield Road. Mr. C. Baker.
3PL/2011/0923/F - Planning permission granted to construct compost toilet building on community allotment. Plot 27 & 38 Tumbler Hill Allotments. Swaffham Town Council.	

7.2 To receive and consider the following planning applications:-

3PL/2011/1110/F - Demolition of existing dwelling & erection of four new cottages with garages. M G Property Investments, 7 Whitsands Road.	3PL/2011/1094/F - Replace existing toilet/shower block with new modular toilet/shower block. Mr A Bull, Breckland Meadow Touring Park, Lynn Road.
3PL/2011/1178/F - Minor material amendment to pp 2010/1105, amend conditions 3, 9, 10, 11 & 13 & remove condition 8. 8 The Pightle. Brightwell Developments.	

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

8. FINANCE:

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

8.2** To receive and consider on-going matters with W.F. Smith & Co in relation to the Transfer of Play Areas Merryweather Road and the Oaklands (notification of searches paid of £298.40).

8.3** To receive and consider details from W.F. Smith & Co of possible insurance claim relating to an area adjacent to the Community Centre.

8.4** To receive and consider Business Forum update and application for membership (£20).

9. To receive and consider CORRESPONDENCE or INFORMATION

9.1 General

9.1.1** To receive and consider correspondence from Norfolk Association of Local Councils regarding Election of Breckland Representative on Norfolk ALC Executive Committee.

9.1.2** To receive and consider Initial Training for Clerks and Councillors.

9.1.3**To receive and consider the joint Norfolk ALC's with SLCC Autumn Seminar - Sandringham.

9.2 Norfolk County Council

9.2.1 To receive and consider correspondence with Mrs. Pamela Mason regarding a dangerous turning out of Hillside into North Pickenham Road.

10. To note receipt of CORRESPONDENCE or INFORMATION

10.1 General

- a) To receive the 16th monthly report from Elizabeth Truss MP.
- b) To receive notification of Home Start AGM - 17th November 2011.
- c) To receive the Norfolk Association of Local Councils newsletter Norfolk Link - October 2011.
- d) To receive Came & Co newsletter - Parish Matters.
- e) To receive reply from Mrs. C.E. Darby re- trees adjacent to her house at the Churchyard.
- f) To receive Norfolk RCC October 2011 newsletter 'Signpost'.
- g) To receive notification of KLARS no longer having drop-ins after 24th October 2011.
- h) To receive notification from Icen Partnership of a Craft Fair in Assembly Rooms on 1st & 3rd Sunday each month.
- i) To receive e-mailed correspondence with RAF Marham II(AC) Squadron regarding arrangements for Honorary Citizen presentation.
- j) To receive Age Concern Befriending Scheme questionnaire and information.
- k) To receive information from Vaughtons regarding memorabilia available to celebrate the Queen's Diamond Jubilee next year.
- l) To receive information and circular letter from Active Norfolk regarding sporting activities in 2012 around the County.
- m) To receive information and circular letter regarding the Queen's Diamond Jubilee Beacons - the guide to taking part on Monday 4th June 2012.

10.2 Breckland

- a) To receive notification of consultation on Breckland LDF Site Specific Policies and Proposals DPD - Inspectors required changes to policy SH1 and provision of new policy SH2 in Shipdham.
- b) To receive notification of an appeal to the Secretary of State in respect of application 3PL/2011/0785/O: 75 The Oaklands, Miss A. Gilding.

10.3 Norfolk County Council

- a) To receive e-mailed correspondence with Mel Willis (Atkins) on behalf of Norfolk County Council regarding night works on the Lynn Road bridge over the A47 on Monday 24th October.
- b) To receive 'Better Broadband for Norfolk Information Sheet (21st October 2011).

10.4 Police

- a) To receive crime statistics for Swaffham September 2011.
- b) To receive notification of next SNAP meeting Tues 17th January 2012 at 10am.

11. To receive COMMITTEE & WORKING GROUP reports: (Chair/Lead 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.

11.1 COMMITTEES

- a) FINANCE & GENERAL PURPOSES Committee (Last meeting 26th Oct – next meeting 7th Dec.)
- b) PLANNING Committee (Last meeting 10th Aug – next meeting t.b.a)
- c) PERSONNEL Committee (Last meeting 5th Sept – next meeting 8th Nov)
- d) MARKET Committee (Last meeting 5th September – next meeting 21st November)

e) RECREATION GROUND Committee (Last meeting 19th Oct – next meeting t.b.a.)

To receive and consider recommendation from the Committee in respect of the derelict Public Toilet block at the Recreation Ground.

f) YOUTH COUNCIL (YOUTH FORUM)

11.2 WORKING GROUPS

a) Budget Working Group (Last meeting 5th Oct)

b) Twinning Liaison (Last meeting 28th Mar)

12. 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)

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

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

13.1 Relief in Need Charity – Monday 14th November 2011 – Council Chamber.

13.2 Market Committee – Monday 21st November 2011 – Council Chamber.

13.3 Finance & G.P. (Budget) – Wednesday 7th December 2011 7pm – Council Chamber.

13.4 Newsletter Volunteers meeting Saturday 10th December 2011 9.30am – Council Chamber.

13.5 STC 'Budget Surgery' – Saturday 10th December 2011 10am – 2noon – Council Chamber.

13.6 Advance Swaffham Action Group (ASAG) – Tuesday 13th December 2011 6pm – Council Chamber.

13.7 Full Council – Wednesday 14th December 2011 6.45pm – Council Chamber.

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

14.1 To receive and consider one months notice from KC Cars, review terms & conditions of tenancy, advertising for new tenant etc.

14.2 To consider staff appraisals & other staffing issues with a report from the Personnel Committee.

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

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