



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 Annual Meeting of the Town Council (*this includes the full agenda for the normal monthly meeting for May*) to be held on **Wednesday 10th May 2006 at 6.45 p.m.** in the Council Chamber in the Town Hall, Swaffham

(entry via the Cley Road entrance opposite the Oasis Centre)

NOTE: In the case of non-members, this agenda is for information only.

Richard Bishop

Town Clerk

[Summons issued on 4th May 2006]

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 Parish Councils (Model Code of Conduct) Order 2001, requires that declarations include the nature of the interest, and whether it is a personal or prejudicial interest. In the case of prejudicial interests the member must withdraw from the room while the matter is discussed, ie; if a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest, then you must leave the meeting, and cannot seek to influence any decisions made.

SWAFFHAM TOWN COUNCIL – AGENDA

for the Annual meeting of the Full Council on Wednesday 10th May 2006 at 6.45pm in the Council Chamber, Town Hall, Swaffham

PART ONE – ANNUAL MEETING & FULL COUNCIL

1. To receive APOLOGIES & REASONS FOR ABSENCE.

To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

PART TWO – ANNUAL MEETING

3. To receive the retiring MAYOR'S REPORT.

- 3.1. To receive a report on the Civic Events attended by the Mayor
- 3.2. To receive urgent reports at the Mayor's discretion – prior notice must be given.

4. To receive and agree ANNUAL APPOINTMENTS & POLICIES:-

- 4.1. To appoint Mayor & Deputy Mayor for 2006/07 & sign declarations of office.
- 4.2. To appoint Town Council Committees for 2006/07.
- 4.3. To consider participating in a Steering Group with Icen Partnership and appointing an appropriate number of Councillors to such a Steering Group.
- 4.4. To appoint representatives to outside bodies for 2006/07.
- 4.5. To receive requests for review of Standing Orders, Financial Regulations or Policies.

PART THREE – FULL COUNCIL

5. MAYOR'S REPORT.

- 5.1. To receive a report on the Civic Events attended by the Mayor.
- 5.2. To consider adopting a policy in support of the Fair trade Towns campaign.
- 5.3. To receive urgent reports at the Mayor's discretion - prior notice must be given.

6. To receive and/or agree the MINUTES:

- 6.1** Wednesday 12th April 2006 – Full Council.

7. To receive a POLICE REPORT – P.C. Partridge will be in attendance.

8. To receive a report from the TOWN CLERK:-

- 8.1. To update councillors on ongoing business to include the following:-
 - (a) To report on 2nd Larger Councils Conference 27th/28th April Canary Wharf.
 - (b) To report on Training Evening on 3rd May 2006.
 - (c) To report on meeting with Revd John Smith on 25th April 2006.
 - (d) To report on Swimming Pool Land Purchase.
 - (e) To record resignation of Cllr Ben Emmerson.

 - (f) To briefly report on other on-going business.
- 8.2. To receive questions on ongoing business for exchange of information only.

9. PLANNING/DEVELOPMENT CONTROL:

9.1. To receive notification of Decisions/Information from Breckland Council:-

3AG/2006/0353/F Planning permission granted for the erection of 1800mm high fence to match existing. Repton House, Oaks Drive. Mr. James D. Dean	3PL/2006/0286/F Planning permission granted for the erection of two 2 storey dwellings. Land to rear of Garden Lodge, Campingland. Development Insight Ltd.
3PL/2006/0121/D Approval of Reserved Matters. For the erection of 3 Bed detached house with off road parking for two cars. Plot adj. 27 St. Gulthac Close. Mr. K.L. Lewin.	

9.2. To receive and consider the following planning applications:-

3PL/2006/0251/O Proposed building plot for single dwelling. 8 Oaks Drive. Mr & Mrs. R. Young	3PL/2006/0583/F Extension to existing residential cottage. 8 Northwell Pool Road. Mr. & Mrs. S. Gore.
3PL/2006/0540/F Erection of 6 no. 2 storey houses & 18 no. flats in a 2 and a half storey building. At rear of Conservative Club, 23 London Street. Equity Holdings	

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

9.4. To receive the following items for information only:-

Breckland Council – letter of explanation regarding Erection of two dwellings land rear of Garden Lodge Campingland.	
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10. FINANCE:

- 10.1.** To approve Accounts for Payments for May 2006.
- 10.2.** To receive and consider estimate for the re-gilding of the Town Clock.
- 10.3**** To receive and consider request from Swaffham Pre-School Playgroup to rent land close to Swaffham Community Centre i.e. Campinglands.
- 10.4**** To receive and consider details of Norfolk Planning Conference on 15th June 2006.
- 10.5** To consider making an approach to the Town Estate for financial assistance towards various projects.

11. To receive progress report on the JUBILEE HERITAGE PLAN.

- 11.1.** To receive the following items for information only.
 - (a) Minutes of Icen Partnership meetings.**

- 11.2.** To receive brief report on the Town Hall.
- 11.3.** To receive progress report on Swaffham Museum Ltd.

12. To receive GENERAL CORRESPONDENCE:

- 12.1**** To receive the following correspondence for information only.
 - (a) **To record receipt of correspondence with Mr. Ivan Bubbear relating to SPA & Have Your Say consultation document.**
 - (b) To receive any late correspondence for information only.**

- 12.2**** To receive & consider a resolution for adoption regarding the sustainable communities bill.
- 12.3**** To receive & consider nominations to put forward to Larger Councils Conference for a NALC Larger Local Councils Committee for 2007.
- 12.4**** To receive a request to distribute 'My Guide' leaflets from the Market.
- 12.5**** To receive a letter from A.G. Kittle re-Parking in Swaffham.

13. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

14. BRECKLAND COUNCIL.

14.1 To receive the following Breckland Council correspondence for information only:-
(a) To record receipt of letter relating to accumulated waste at the Pightle.
(b) To record correspondence with Mrs. Leda Hayton/Breckland re-condition of pathway.
(c) To receive any late Breckland correspondence for information only.

14.2. To receive Breckland Councillor reports.

15. NORFOLK COUNTY COUNCIL.

15.1**To receive the following County Council correspondence for information only:-
(a) **To record correspondence relating to Yellow Lines request in North Pickenham Road.
(b)** To record receipt of letter relating to Placement of Dog Bins in the Highway.
(c)** To record receipt of temporary road closure in Market Place/Shambles North Road 15th May to 26th May
(d)**To record receipt of changes in Area Contacts at the Watton Depot.
(e) To receive any late County Council correspondence for information only.

15.2**To receive and consider letter from Mott Macdonald relating to proposed Mini Roundabout & Zebra Crossing in London Street.

15.3**To receive and consider letter from Mrs. Kate Gordon relating to a Relief Road for Swaffham + report of public meeting held on 2nd May 2006.

15.4**To receive and consider request from Mrs. Pat Bowman on behalf of the Relief Road Action Group to put an insert into the July Newsletter.

15.5**To receive and consider Draft Statement of Community Involvement forming part of Norfolk Minerals and Waste Development – community has consultation period of 8th May to 19th June 2006.

15.6 To receive County Councillor report.

16 To notify of the DATES and changes of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-

- 16.1. Monday 15th May 2006 at 7pm (provisional date) Steering Group with Icení (*in the Council Chamber*)
- 16.2. Wednesday 24th May 2006 at 6.30pm Relief in Need (*in the Council Chamber*)
at 7.30pm Finance & General Purposes Committee
- 16.3. Wednesday 14th June 2006 at 6.45pm Full Council (*in the Council Chamber*)

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

17.1. To receive and consider report from the Town Clerk to include the following:-

- (a) On-going pension dispute with a previous employee.
- (b) Access issues relating to the Town Hall or Museum.
- (c) Recommended amendment to Town Clerk's contract re-Swaffham Museum.

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

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