



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 a meeting of the Town Council (*this includes the full agenda for the normal monthly meeting for May*) to be held on **Wednesday 14th June 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 8th June 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 meeting of the Full Council on Wednesday 14th June 2006 at 6.45pm in the Council Chamber, Town Hall, Swaffham

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.

3. To receive and/or agree the MINUTES:

3.1** Wednesday 10th May 2006 – Full Council.

4. MAYOR'S REPORT.

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

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

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

- 6.1. To update councillors on ongoing business to include the following:-
 - (a) **To report on Swimming Pool Land Purchase & planning permission.
 - (b) **To take guidance on the Auction (pending Tyrone Roberts retirement).
 - (c) **To report on meeting with representatives of Swaffham Pre-School Playgroup.
 - (d) To report on Farmers Market cancellation for June and possibly July.
 - (e) To report of meeting with interested parties (Mr. Dixon, Mr. Staines and five other residents) regarding right of way application for Princes Street.
 - (f) To briefly report on other on-going business.
- 6.2. To receive questions on ongoing business for exchange of information only.

7. PLANNING/DEVELOPMENT CONTROL:

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

3AG/2006/0347/F Planning permission granted for 5x office/commercial units, B1, B2, B8, showroom, trade counter, storage & warehousing. Ecotech Park. PC Ltd.	3PL/2006/0385/F Planning permission granted for the Installation of 20m slimline column with ground based cabinet & a small transmission dish. West Acre Road. O2 (UK) Ltd.
3PL/2006/1898/D Approval of Reserved Matters. Residential development and associated site works. Land at Lynn Road. Bovis Homes Ltd.	3PL/2006/0409/F Planning permission granted for Conservatory to side of property. 20 Oakleigh Drive. Mr. & Mrs. Gunner.
3PL/2006/0461/F Planning permission for the Change of use of amenity land to new vehicle access including new wall. 2 The Oaklands. Mr. D. Wright.	3PL/2006/0416/A Consent to display advertisements. Internally illuminated wall mounted and free standing signs. Busseys, Station Street.

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

3PL/2006/0546/F Raising roof level (retrospective) and proposed new window. 1 Gordon Terrace. Mr. M. Green.	SP/Y/3/2006/3015 Norfolk County Council – Hamonds School, Brandon Road. To site 6 no 2-bay mobile classrooms; 3 no 3-bay mobile classrooms; 1no 5 bay double mobile classrooms, 1 7-bay 4 class mobile unit, 1 office unit & 2 toilet units for duration of building works.
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7.3. To receive & comment on any late applications received at the Mayor's discretion.

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

3PL/2006/0593/F 24 Spinners Lane – application for first floor rear addition withdrawn.	Tree Preservation Orders: rear of 7-13 Courtfields & 114-116 Brandon Road Manor House, Norwich Road
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8. FINANCE:

8.1 To approve Accounts for Payments for June 2006.

8.2** To receive and consider further information relating to the request for a Section 137 grant for the Myers Playing Field.

8.3** To receive notification of Annual Audit for the year ended 31st March 2006. To be returned by 11th September 2006.

8.4** To receive and consider proposal from the Rotary Club of Swaffham to donate a Notice Board to the Town Council to support the town centre refurbishment scheme.

8.5** To consider recommendation to hold a French Market in Swaffham.

8.6** To receive details of Dial Restoration of Church Clock and to give consideration of automatic winding and time control estimate.

8.7** To receive and consider request for a Section 137 grant from Mid Norfolk MENCAP.

8.8 To formally approve & apply to borrow £120,000 from ODPM/GoEast, in preparation for the drawdown of Public Works Loans of £70,000 and £50,000 respectively.

8.9 To report from the Town Clerk on application to Town Estate for grant assistance.

8.10 To receive a report from the Town Clerk on the Market Waste contract.

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

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

9.2. To consider draft structure for the future of Partnerships.

9.3. To receive brief report on the Town Hall.

9.4. To receive progress report on Swaffham Museum Ltd.

10. To receive GENERAL CORRESPONDENCE:

10.1** To receive the following correspondence for information only.

(a) **To receive letter and reply to Market Trader Noel Wye-Harris.

(b) **To receive letter and reply to Mrs. Drewell re-planning issue.

(c) **To receive letter of thanks from Home Hospice Support re-Mayors Reception Auction.

(d) **To receive circular letter and leaflet on the Pedlars Wayfarer(Hop on Hop Off) Cycle Bus.

(e) **To receive letter and reply re-parking on the pavement at 25 Station Street.

(f) To record receipt of Discussion Paper on Local Authority Byelaws (28 pages)

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

10.2**To receive & consider latest letter from Paul Green regarding TIC Bus Shelter.

10.3**To receive & consider letter from Christopher Fraser MP registering the dismay of Mr. Paul Green regarding the erection of the TIC Bus Shelter.

10.4**To consider request re- tablet memorial for Mona Cook in Section D Cemetery.

10.5**To receive a request from Save the Children and Swaffham Bowls Club for a stall outside the Methodist Church on Saturday 2nd and 30th September respectively.

10.6** To receive and consider supporting an early day motion as detailed in circular letter from Charter 88 relating to the Sustainable Communities Bill.

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

(a) **Swaffham & District Tourism Association AGM.

(b) **Health Forum.

12. BRECKLAND COUNCIL.

- 12.1** To receive the following Breckland Council correspondence for information only:-
- (a)** To receive letters relating to footpath between 'Motorshop' and the store 'Whatever Next'.
 - (b)** To receive details of Breckland & Town Council by-elections on 22nd June 2006.
 - (c)** To receive copy Breckland Community News (Spring issue).
 - (d) To record receipt of 4 documents 28 pages each relating to Implementing e-government.
 - (e) To record receipt of e-procurement strategy.
 - (f) To record receipt of Economic Prosperity Strategy 2006-10.
- (g) To receive any late Breckland correspondence for information only.

12.2 To consider circular re- Homelessness Strategy Review 2006 (full doc 96 pages) comments required by 14th June 2006.

12.3 To receive Breckland Councillor reports.

13. NORFOLK COUNTY COUNCIL.

- 13.1**** To receive the following County Council correspondence for information only:-
- (a)** To record receipt of letter and reply re- Town Centre Street Furniture Consents.
 - (b)** To record receipt of letter and reply re- Removable Bollards.
 - (c)** To record receipt of circular letter re- Woodfuel in Norfolk Booklet (booklet 36 pages).
 - (d)** To record receipt of letters relating to New Roadworks at junction of Cley Road.
 - (e)** To record receipt of letters relating to Picnic Benches on pavements in the Market Place.
 - (f)** To records receipt of letter from Woolworths and replies re-Swaffham Town Centre.
- (g) To receive any late County Council correspondence for information only.

13.2** To receive and consider letters/e-mails to and from Mott Macdonald relating to the Town Centre Enhancement Scheme – Traffic Regulation Order/Removable Bollards

13.3** To receive & consider draft of Swaffham Traffic Action Group leaflet (newsletter insert).

13.4** To receive and consider letter from Mr. W. Bompas re-road markings.

13.5 To receive County Councillor report.

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

14.1. Wednesday 5th July 2006 at 6.30pm Relief in Need (*in the Council Chamber*)

14.2. Wednesday 19th July 2006 at 6.45pm Full Council (*in the Council Chamber*)

14.3. Wednesday 26th July 2006 at 7.00pm Finance & G. P. Committee (*in the Council Chamber*)

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

- 15.1.** 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) To consider Allotment policy issue request from an allotment holder.
 - (d) To receive a report on contractual issues relating to Swimming Pool Land.

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

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