



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 to be held on **Wednesday 13th February 2008 at 6.45 p.m.** at the Assembly Rooms, Swaffham

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

Richard Bishop

Town Clerk

[Summons issued on Thursday 7th February 2008]

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 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 February 2008 at 6.45pm in the Assembly Rooms, Swaffham

1. To receive APOLOGIES & REASONS FOR ABSENCE.

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

3. To receive MAYORS' REPORT

3.1. To receive a report on Civic Events attended in the past month.

3.2. To receive urgent reports at the Mayor's discretion - prior notice must be given.

3.3. To welcome Mark Stokes and Joe Liggett of Breckland Council in relation to the recent review of Breckland Council's PFI contract and the proposed needs analysis.

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

4. To receive a POLICE REPORT – PC David Johnson will be in attendance.

5. To receive and/or agree the MINUTES:

5.1** Wednesday 9th January 2008 – Full Council.

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

6.1 To update councillors on the progress of Swimming Pool Land Purchase.

6.2 To give a progress report in respect of the Bowls Club project for new changing rooms.

6.3 To give a progress report regarding the additional wording on the War Memorial, (RNA/RBL).

6.4 To report on Town & Parish Council Forum at Thetford on 31st January 2008.

6.5 To briefly report on other on-going business.

6.6 The Deputy Town Clerk 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:-

3PL/2007/1841/F Planning permission granted for the demolition of existing lean-to and proposed two storey rear extension. 46 Ash Close. Mr. R. Winch.	3PL/2007/1840/CA Conservation Area Consent granted for existing single storey lean-to kitchen to be demolished to build new two storey pitched extension. 46 Ash Close. Mr. R. Winch.
3PL/2007/1867/F Planning permission granted for proposed two dwellings & detached garages. Garden of Eversley House, 8/10 Station Street.. Roger & Barbara Clarke.	3PI/2007/1819/O Outline planning permission granted for the construction of single dwelling and garage with associated new access. Highview, 7 Whitsands Rd. Messrs T. & P. Seago.
3PL/2007/1970/F Planning permission granted for the erection of a conservatory. 4 Oak Close. Mr. Robert E. Salmon.	3PL/2007/1933/LB Listed building consent granted for the insertion of bay windows (Retrospective) – 12 Station Street. Mr. P. Darby

3PL/2007/1859/F Planning permission granted for 2 single storey dwellings with garages & change of vehicular access & demolition of part existing dwelling.	3PL/2007/1938/F Planning permission granted for alterations & extension to dwelling & associated external works (amended design) – 3PL/2007/0834/F Greenhoe Bungalow, Norwich Road. Dr. & Mrs. R. Atkins.
3PL/2007/1537/LB Refusal of Listed Building Consent for the retention of non illuminated fascia signs (Retrospective) – 46 Market Place. Martin McColl Ltd.	3PL/2007/1714/F Refusal of planning consent and 3PL/2007/1741/LB Refusal of Listed building consent for the erection of 2 storey dwelling. 27 Mangate Street. Mr. & Mrs. Paul Ison.
3PL/2007/1922/CU Planning permission granted for the change of use from office to restaurant at first floor. 22-23 Plowright Place. Armando Jorge Broegas	3PL/2007/0314/F Refusal of planning permission for a wind energy development comprising of 6 turbines and associated works. Land off Sporle Road. Estate Office Palgrave Farming Ltd, Home Farm. Next Generation Ltd.,
3PL/2007/1945/CU Planning permission for change of use to eating area and toilets. 93 Market Place. Mr. A. Martin.	3PL/2007/2015/A Consent to display advertisements for the erection of two non-illuminated advertising hoardings. Brandon Road. Gladedale (Anglia) Ltd.

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

a) 3PL/2007/2042/F Demolition garages & kitchen – erection single storey link – conv. Print works & dwelling to 4 hotel suites café etc	b) SP/Y/3/2007/3015 Extension and internal alterations to form children’s centre, together with formation of hard play area. Swaffham Infant School, White Cross Road
c) 3PL/2007/2020/F Access from main road, car parking & sales office for proposed show homes. Brandon Road. Gladedale Ltd.	d) 3PL/2008/0053/F Erection of smoking shelter. Ex-Servicemen’s club, Lynn Street. Ex-Servicemen’s Club.

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

7.4. To receive any notifications of planning enforcement & TPO’s.

8. FINANCE:

- 8.1 **To approve Accounts for Payments for February 2008.**
- 8.2 **To receive and consider confirmation from Government Office East of the granting of a Section 8 permission to sell allotment land at Days Field and Shoulder of Mutton. To consider estimates for the access tracks to the allotments and further consider the options for the way ahead for the sale of eight and a half acres of surplus allotment land.**
- 8.3 **To receive and consider correspondence relating to the re-location of the TIC to the Museum and finalise details of the ‘Service Level Agreement’.**
- 8.4 **To receive and consider claim for compensation for allotment at Days Field for Mr. Paul Cater.**
- 8.5 **To receive copy of the constitution from the Swaffham Business and Retail Forum and to consider request regarding the Town Council’s plans for Christmas Lights and attractions for this year and the possibility of putting money towards a project costing between £15,000 and £20,000.**
- 8.6 **To receive notification of appointment of external auditor ‘Mazars LLP from the Audit Commission commencing with the 2007/08 accounts. Consultation period expires on 29th February 2008.**
- 8.7 **To receive and consider rescission of previous resolution following receipt of the necessary resolution signed by the required number of Councillors. The item relating to the installation of ‘blue’ lighting in Swaffham public toilets (originally included under item 8.5 on the Town Council meeting 14th November 2007), reconsideration of the decision previously made. Furthermore, it is proposed that the previous decision be reversed such that conventional lighting be retained within the toilets. To**

also receive a progress report from the Deputy Town Clerk regarding the refurbishment of the toilets and information relating to entrance fees, turnstiles, legislation and additional costs.

8.8 **To receive and consider a request for a grant of £10,000 from West Norfolk Voluntary and Community Action to support the Volunteer Centre at the Community Centre in Swaffham.

8.9 **To receive Risk Management Report from Ecclesiastical Insurance Plc via Equity Insurance Brokers and consider report from Deputy Town Clerk.

9. To receive GENERAL CORRESPONDENCE:

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

(a) **To receive correspondence with Karl Dunbar re- Credit Union.

(b) **To receive correspondence with Mr. Pigott regarding access to Tumbler Hill allotments.

(c) **To receive correspondence with Mr. I. Bubbear regarding a meeting with the PCT and the Community Hospital.

(d) **To receive correspondence with Mrs. S. List regarding a licensing issue at the Social Club in Theatre Street.

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

9.2** To receive and consider consultation paper on orders and regulations relating to the conduct of Local Authority members in England (response required by 15th February).

9.3** To receive notification from Local Works claiming a 'Great Victory' now that the 'Sustainable Communities Bill' has become law. To also consider supporting the 'Planning and Energy Bill'.

9.4**To receive and consider complaint regarding insufficient temporary public toilets at the Shambles – Joan Parlett.

9.5**To receive and consider invitation to Larger Councils meeting on Tuesday 19th February 2008 at North Walsham – regarding Section 106 (Town Clerk, Deputy Town Clerk and the Mayor attending).

9.6**To receive and consider letter from T.R.W. & A.R. Davies regarding pedestrian access in the town via Norwich Road.

9.7** To receive and consider letter from Mr. R. M. Wilkin regarding parking in Swaffham.

10. To receive progress reports from COMMITTEE Chairmen/Councillors:

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	5 th Dec 07	2 nd April 08	
10.2 Open Spaces & Amenities Committee	23 rd Jan 08	5 th Mar 08	
10.3 Planning	1 st Oct 07	Meeting required	**To consider Matthew Taylor Review on Rural Economy and Affordable Housing – response to consultation by 7 th March 2007
10.4 Recreation Ground Committee	23 rd Jan 08	5 th Mar 08	
10.5 Town Group	30 th Jan 08	7 th Apr 08	**Timeline chart distributed for information.
10.6 Personnel Committee	19 Sept 07		
10.7 Market Committee	28 th Jan 08	28 th Apr 08	
10.8 Youth Council	14 th Jan 08	3 rd March	N.B. Change of date

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

- (a) **A progress report as requested from Swaffham Museum Ltd from the Company Secretary David Wickerson and Chairman David Butters.**

12. BRECKLAND COUNCIL.

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

- (a)** **To receive copy of correspondence from a resident in Lynn Road – responding to the ‘Last chance to have your say’ request in the Town Newsletter which relates to the survey for the ‘Town Plan’.**
- (b)** **Minutes of CCTV Focus Group meeting held on 15th January 2008.**
- (c) **To receive any late Breckland correspondence for information only.**

12.2 To receive and consider Local Development Framework – Regulation 26 Preferred Options Consultation on the Core Strategy and Development Control Policies Development Plan Document – consultation period from 28th January – 10th March 2008. (on-line version at <http://consult.breckland.gov.uk> - hard copy in the office at the Town Hall 178 pages).

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 receive notification that the Norfolk Minerals and Waste Local Development Framework Core Strategy and Development Control: Preferred Options Stage; & Minerals & Waste Allocations: Issues and Options Stage will be sent to the Council on 15th February with a six week consultation period ending on 28th March 2008.**
- (b) **C768 Swaffham – Watton Road Zebra crossing – start of works (21st January 2008 – 5 week contract)**
- (b)**To receive any late County Council correspondence for information only.**

13.2 To consider highway improvements A1065 Swaffham: Brandon Road – Development by Gladedale (Anglia) Ltd Section 278 Highway Works – new roundabout, new toucan crossing with shared use footway cycleway linking to existing shared use facilities.

13.3 To consider the need for signposting to ‘Urban Footpaths’ in Swaffham.

13.4 To receive County Councillors report.

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

- 14.1** Monday 3rd March 2008 – **Youth Council** at 6.30pm Town Hall.
- 14.2** Wednesday 5th March 2008 – **Open Spaces Committee** at 6.30pm at the Town Hall
- 14.3** Wednesday 5th March 2008 – **Recreation Ground Committee** at 7.30pm at the Town Hall
- 14.4** Wednesday 12th March 2008 – **Full Council** at 6.45pm at the Assembly Rooms.
- 14.5** Monday 17th March 2008 – **Chairmanship/Training** at 7pm in the Town Hall.

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

15.1. To receive and consider confidential report from the Deputy Town Clerk to include the following:-

i) To receive and consider nominations for Honorary Citizen .

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