



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 10th December 2008 at 6.45 p.m. at the Town Hall, Swaffham**

The Mayor Cllr Shirley Matthews invites Councillors and those attending the meeting to join her for a Pre-Christmas Drink at the Town Hall from 6.15 p.m.

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

Richard Bishop

Town Clerk

[Summons issued on Wednesday 3rd December 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 10th December 2008 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 POLICE ISSUES

3.1 To receive Police related correspondence for information only.**

3.2 To receive a verbal report from a local PC or PCSO on police matters for the past month.

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 12th November 2008 – Full Council**

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

6.1 To briefly report on other on-going business.

6.2 The 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/2008/1361/CU Refusal of planning permission for the use of premises for A2 purposes as a licensed betting office. 44 Market Place. William Hill Organisation Ltd.	SP/Y/3/2008/3012 Formation of temporary access for final phase of approved construction works. Hamonds High School, Brandon Road. Application Withdrawn.
3PL/2007/ Planning permission granted for the proposed erection of a new dwelling and detached double garage. 100 London Street. Mr. David Routledge.	3PL/2008/ Refusal of planning permission for the erection of two storey house & garden wall. Rear of 61 London Street. Mr. Gathercole.

7.2 To receive and consider the following planning applications:-

a) 3PL/2008/1521/LB Replacement of north & south aisle external windows, reglazing with clear glass & installation of ext. window. St. Peter & St. Paul Church, Market Place. Mr. Tony Hopping.	b) 3PL/2008/1597/F Erection of conservatory to rear. 37 Whitsands Road. Mr. R. Patten.
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7.3 To receive & comment on any late applications received at the Mayor's discretion.

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

7.5 To consider Town Council representation at Development Control Committee meetings.

8. FINANCE:

8.1 **To approve Accounts for Payments for December 2008.

8.2 **To receive & consider recommendation from the Finance Committee for the Precept requirement for 2009/10 by 15th December 2008.

8.3 **To receive & consider request from Mr. D. Bird to erect a bench and plaque on Campingland and consider an appropriate amount to be received for future maintenance.

8.4 **To receive and consider correspondence and report regarding compensation of £250 due to Mr. Davies, a request for a further allotment in addition to five that he has and to consider if business activity is taking place.

8.5 ** To receive and consider request from Mr. E. W. Hewson regarding an allotment rent.

9. To receive GENERAL CORRESPONDENCE:

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

(a) **To receive e-mailed correspondence with SCALGA and copy of notice regarding skips

(b) **To receive response to a request regarding a double burial and information held on file in respect of such a burial – Mrs. E. White.

(c) **To receive booking details for Circus Tyanna (Ricardo) and a planned visit to the Recreation Ground 27th – 30th September 2009.

(d) **To receive copy of correspondence with Sheila Kathleen Fowler (Church Warden) regarding various issues relating to the Churchyard.

(e) **To receive copy of dates for house to house collections for the Charity Scope 6th to 26th April 2009 & 5th to 25th 2010.

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

9.2 ** To receive and consider correspondence with Mr. D. Dunkley regarding various issues related to Tumbler Hill allotments.

9.3 ** To receive and consider report from the Town Clerk regarding a request by an allotment holder to keep some hives of bees at Shouldham Lane. Shoemakers Lane allotments.

9.4 * To receive and consider responding to consultation document regarding 'Codes of conduct for local authority members and employees – Department of Communities and Local Government.

9.5 * To receive and consider new 'Certificate of Compliance' for new or re-fix of gravestones issued by the National association of Memorial Masons.

9.6 **To receive and consider letter from Cllr Charles Gunner regarding the 'Swaffham Flyer'.

9.7 **To receive and consider approval of new model publication scheme for Freedom of Information Act from the Information Commissioner's Office.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	3 rd Dec 08		
10.2 Open Spaces & Amenities Committee	3 rd Sep 08	21 st Jan 09	
10.3 Planning	21 st July 08		
10.4 Recreation Ground Committee**	3 rd Sept 08	21 st Jan 09	
10.5 Town Group	6 th Nov 08		**To receive a written report and list of possible actions from the Transport Group and a verbal report from the Chairman.
10.6 Personnel Committee	14 th July 08		
10.7 Market Committee	29 th Sep 08	26 th Jan 09	
10.8 Youth Council	1 st Dec 08	12 th Jan 09	

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

- 11.1.1 Icen Partnership (Cllrs Darby, Matthews & Lister)
- 11.1.2 Swaffham Museum Ltd (Cllrs Butters, Gunner & Matthews)
- 11.1.3 Relief in Need Charity (Cllrs Butters, Darby & Jennison + Mayor & Deputy Mayor)
- 11.1.4 Swaffham First School (Cllr Lister)
- 11.1.5 Safer Neighbourhood Area Partnership SNAP (Town Clerk)
- 11.1.6 Local Area Group LAG (Town Clerk)
- 11.1.7 Swaffham Town Estate (Cllrs Butters and Darby)
- 11.1.8 Swaffham & District Tourism Association **(proposed Cllr Wickerson)
- 11.1.9 Crime Prevention Panel (Cllr Skinner)
- 11.1.10 Olive Tree Project
- 11.1.11 Horticultural Society (Cllr Lister)
- 11.1.12 Swimming Pool association (Cllr Wade) Cllr Gunner as substitute
- 11.1.13 Garden Science Trust (Cllr Darby)
- 11.1.14 Health Forum (Cllr Wade)
- 11.1.15 Breckland CCTV Group (Town Clerk) Cllr Darby?
- 11.1.16 Swaffham Community Transport (Cllr Gunner)
- 11.1.17 Learning Partnership
- 11.1.18 **Norfolk Association of Local Councils (Cllr Matthews)

12. BRECKLAND COUNCIL.

- 12.1** To receive the following Breckland Council correspondence for information only:-
- (a)** To receive copy of completion certificate for the internal refurbishment of the public toilets.
 - (b)** To receive copy of e-mailed correspondence with Anne Tigue regarding street collecting licensing.
 - (c)** To receive newsletter relating to the Town and Parish Open Evening/Forum on 14th November 2008.
 - (d) To receive any late Breckland correspondence for information only.

12.2 To receive and consider Second Draft of a Financial Inclusion Strategy & Action Plan – comments required by Tuesday 17th February 2009.

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 copy of letter to Cllr Shirley Matthews as County Councillor regarding A1065 Highway Works under Section 278 – Development by Gladedale (Anglia) Ltd.
 - (b) **To receive acknowledgement regarding request for double yellow lines in Spinners Lane.
 - (c) **To receive information relating to A11 Fiveways to Thetford Improvements.
 - (d) ** To receive any late County Council correspondence for information only.

13.2 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 12th January 2009 – **Youth Council** – 6.30pm at the Town Hall
- 14.2** Wednesday 14th January 2009 – **Full Council** – 6.45pm at the Town Hall.
- 14.3** Monday 19th January 2009 - **Relief in Need Charity** – 7pm at the Town Hall.
- 14.4** Wednesday 21st January 2009 – **Open Spaces Committee** – 6.30pm at the Town Hall
- 14.5** Wednesday 21st January 2009 – **Recreation Ground Committee** – 7.30pm at the Town Hall
- 14.6** Monday 26th January 2009 – **Market Committee** – 7pm at 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 and correspondence regarding the proposed sale of allotment land.
- 15.2 **** To receive and consider information relating to the Campingland and a request by Mr. D. Bird.

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

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