



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 11th June 2008 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

[Summons issued on Thursday 5th June 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 11th June 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 a POLICE REPORT

3.1 To receive Police related correspondence.**

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 14th May 2008 – Full Council

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

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

6.2 To briefly report on other on-going business.

6.3 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/2008/0479/F Planning permission granted for the erection of single storey side extension. 1 King Street. Colin Granger	3PL/2008/0471/LB Listed building consent granted for new timber fascia sign to building frontage with vinyl applied lettering. 46 Market Place. Mr. R. Bannatyne.
3PL/2008/0185/F Refusal of planning permission for the redevelopment to form 26 sheltered apartments, communal facilities, car parking & landscaping. 108 London Street & 110 Brandon Road. McCarthy & Stone Developments Ltd.	3PL/2008/0621/F Planning permission granted for the erection of conservatory to rear of property. 18 Lee Warner Road. Mr. Yerrill.
3PL/2008/0480/F Planning permission granted for the erection of two storey extension (alternative proposal). 1 King Street. Colin Granger.	3PL/2008/0615/F Planning permission granted for the siting of mobile home (renewal). Beechcroft, Lynn Road. Mrs. Jean Poulter.
3PL/2008/0534/F Planning permission granted for a single storey extension to dwelling. 64 Southlands. Mr. T. Bracken.	Y/3/2008/0286/F Planning permission granted for the conversion of barn to dwelling. Vine Cottage, Pleasant Row. Mr. & Mrs. I. Swadling.
3PL/2008/0427/F Planning permission granted for the conversion of previously approved barn into two units. Unit 3, Valley Farm Barns, Pickenham Road. Mr. A. Brennan.	

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

a) 3PL/2008/0640/F Light Industrial units for commercial use, new build. Turbine Way. Mr. G. Patel.	b) 3PL/2008/0612/F AMENDMENT – Front/rear extensions & detached garage. Iona, Bears Lane. Mr. & Mrs. T. Rowe.
c) 3PL/2008/0786/LB and 3PL/2008/0785/F Change of use from A1 (shop) to A3 (restaurant) and A5 (hot food takeaway). 17 – 19 Station Street. Mr. Irfan Kucuk.	

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 June 2008.

8.2 * To receive and consider a report by the Town Clerk following a request from and a meeting with KLARS for accommodation and grant assistance to support a drop in for migrant workers at Swaffham Town Hall.

8.3 *To receive and consider report from Town Clerk, related correspondence and estimate on the combined alarm system for the Town Hall and Museum; to give consideration to separating the system into two which would allow separate call outs.

8.4 To re-affirm decision to offer a grant to Icen Partnership of £100 for a Beach Party.

8.5 To re-affirm decision to allow Swaffham Museum to use the Council Chamber free of charge for one hour to allow school parties to have lunch.

9. To receive GENERAL CORRESPONDENCE:

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

(a) **To receive copy of submission to the Post Office for the retention of the London Street Branch.

b) **To receive notification of permission granted for a charity stall to be held at the Market on Saturday 31st May 2008 for the Royal Naval Association.

(c) **To receive notification of permission granted to allow the Buttercross to be used for the annual balloon race for St. John's Ambulance on July 5th.

(d) **To receive notification regarding charity stalls for the Save the Children Fund on 5th July and 2nd August 2008.

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

9.2** To receive and consider complaint regarding damaged memorial from Mrs. L.A. Moran.

9.3** To receive and consider request from Breckland Christian Fellowship to hold a Family Fun Afternoon on the Recreation Ground on 17th August 2pm – 5pm

9.4**To receive and consider suggestion of how to control rabbits on the allotments from Mr. C. Finch.

9.5** To receive and consider a letter from Sheila Childerhouse Chair of Norfolk PCT regarding a report going to the July board meeting.

9.6** To receive letter from Swaffham Methodist Church re repairs to church windows.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	31 st Mar 08	30 th July 08	
10.2 Open Spaces & Amenities Committee	28 th May 08	3 rd Sept 08	
10.3 Planning	15 th May 08		Arrange a meeting to discuss LDF Site Specific Policies & Proposals Document?
10.4 Recreation Ground Committee	16 th Apr 08		
10.5 Town Group	7 th Apr 08	16 th June 08	
10.6 Personnel Committee	18 th Mar 08		
10.7 Market Committee	28 th Apr 08	30 th June 08	Next meeting is the annual traders meeting.
10.8 Youth Council	2 nd June 08		

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

11.2 **To receive letter from Swaffham Community Transport re: council nominees.

11.3 **To receive e-mailed correspondence re Olive Tree project council nominees.

12. BRECKLAND COUNCIL.

12.1 To receive the following Breckland Council correspondence for information only:-
 (a)** To receive copy of permission to use Market Place for the Swaffham Listen Hear Minibus Mobile Unit for the Norfolk Deaf Association.
 (b) To receive any late Breckland correspondence for information only.

12.2 **To receive and consider financial arrangement for the Transfer of Play Areas. i.e single capital payment or 30 years annual payment.

12.3 **To receive and consider Local Development Framework – Site Specifics. Consultation process ending 30th September 2008.

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 details of DDA Compliance upgrade to bus stops work commencing on 26th May 2008.

(b) To receive any late County Council correspondence for information only.

- 13.2**** To receive and consider signing up to a Car Boot Sales / Market Code of Practice by Trading Standards at Norfolk County Council.
- 13.3**** To receive and consider the decision to make an Order adding to the Definitive Map a Restricted Byway off Princes Street.
- 13.4**** To receive invitation to attend a Local Transport Plan Delivery Seminar on the 15th July 2008.
- 13.5** To receive report on street lighting requirement related to Watton Road crossing on the path running between Watton Road and Partridge Grove.
- 13.6** 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 16th June 2008 – **Town Group** – 7.00pm at the Town Hall.
- 14.2** Tuesday 17th June 2008 – **Council meeting with Brown & Co** - 7.00pm at the Town Hall (not open to public).
- 14.3** Monday 30th June 2008 – **Annual Market Traders meeting** – 7.00 p.m. at the Town Hall.
- 14.4** Wednesday 16th July 2008 – **Full Council** – 6.45pm at the Town Hall.
- 14.5** Wednesday 30th July 2008 – **Finance & G.P. Committee** – 7.00pm 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 the Town Clerk regarding the proposed sale of allotment land.
- 15.2.** To receive and consider report from the Town Clerk regarding on-going personnel issues.

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

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