



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 14th January 2009 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 8th January 2009]

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 (and amended on 10th December 2008) 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 14th January 2009 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.

4.2.1 The Mayor will invite Mr. Antony Pettifer of Pelorus to present a development proposal for informal consideration and comment. The scheme in Lynn Road has previously been viewed by the planning committee in outline form.

5. To receive and/or agree the MINUTES:

5.1 Wednesday 10th December 2008 – Full Council**

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

6.1 **Notification of list of meetings for 2009.

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/2008/1279/F Planning permission granted for the change of use of ground floor from class A1 to either Class A2 or A3 & conversion of upper floors to 3 no. flats. 75 Market Place. Dam Estates Ltd.

SP/Y/3/2008/1536/F Planning permission granted for the removal of condition 5 on planning permission 3PL/2007/1372/CU (shared amenity space). 4 Castle Acre Road. Mrs. Mandy Timmins.

3PL/2008/ 1464/CU Planning permission granted for the change of use from private residential to health (C3 to D1) to facilitate expansion of surgery services. 6 Campingland. Primary Asset Ltd.

3PL/2008/1517/F planning permission granted for the installation of new mechanical plant to existing hard surface area at rear of store – revised application (Retrospective). Castle Acre Road. Waitrose Ltd.

7.2 To receive and consider the following planning applications:-

a) 3PL/2008/ 1659/F Dining room and utility with bedroom balcony above extensions. Three Chimneys, Tumbler Hill. Mr. Ian Black.	b) SP/Y/3/2008/3016 Replacement of existing roof light with protruding extract fans with new ventilation equipment. Hamonds High School, Brandon Road. Norfolk County Council.
c) 3PL/2008/1669/F Demolition of existing sun room, erection of single storey extensions, re-roofing existing garage with pitched roof. Rowan Lodge, 3 Point Drive. Mr. & Mrs. Rand	

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 receive and consider Core Strategy and Development Control Policies Development Plan Document (circular letter) giving details of deadline for responses of 16th February 2009.

8. FINANCE:

8.1 **To approve Accounts for Payments for January 2009.

8.2 To receive and consider report from the Town Clerk regarding the position of Internal Auditor.

8.3 ** To receive and consider notification of discretionary rate relief for the Town Hall section used by the Museum.

8.4 ** To receive and consider completion of the audit for 2006/07 and report from the Audit Commission.

9. To receive GENERAL CORRESPONDENCE:

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

- (a) **To receive copy of correspondence with Mr. & Mrs. Tyrrell regarding refund of exclusive rights of burial fee.**
- (b) **To receive e-mailed correspondence with twin towns of Hemmoor and Couhe.**
- (c) **To receive copy of letter to retiring internal auditor Brian Clements.**
- (d) **To receive copy of letter to Mr. Tony Davies regarding commercial activity on allotments and similarly a circular letter to all allotment holders on the same subject.**
- (e) **To receive copy of 'Norfolk Link' newsletter of the Norfolk association of Local councils.**
- (f) **To receive circular letter and copy of Norfolk association of Local Councils Business Plan.**
- (g) **To receive e-mailed correspondence with Mr. D. Ward regarding newsletter statements.**
- (h) To receive any late correspondence for information only.**

9.2 ** To receive and consider nominations for Executive Committee of the Breckland District for the Norfolk Association of Local Councils.

9.3 ** To receive and consider consultation from the Department of Communities & Local Government re- Communities in Control: real People, real power: Code of recommended practice on local authority publicity. Deadline for responses is Thursday 12th March 2009.

9.4 ** To receive and consider information from the Norfolk Association of Local Councils regarding the power of the promotion of economic, social or environmental well being as defined by section 2 of the Local Government Act 2000 which came into force on 31st December 2008.

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	29 th April 09	
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		
10.6 Personnel Committee	14 th July 08		
10.7 Market Committee	29 th Sep 08	26 th Jan 09	
10.8 Youth Council	12 th Jan 09	23 rd Feb 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 correspondence granting permission to use Market Place Car Park on 10 occasions throughout the year for the Norfolk Deaf Association.
 - (b)** To receive any late Breckland correspondence for information only.

12.2 To receive Breckland Councillor reports.

13. NORFOLK COUNTY COUNCIL.

- 13.1**** To receive the following County Council correspondence for information only:-
- (a)** To receive any late County Council correspondence for information only.

13.2 ** To receive and consider Definitive Map (Reclassification) Order 1999 – CRB No. 5 No. 19 Beachamwell, CRB No. 8 Swaffham.

13.3 ** To receive and consider issues relating to icy conditions on pavements and the responsibility for gritting; also a request to supply further salt container bin adjacent to the school pathway.

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 19th January 2009 - **Relief in Need Charity** – 7pm at the Town Hall.
- 14.2** Wednesday 21st January 2009 – **Open Spaces Committee** – 6.30pm at the Town Hall
- 14.3** Wednesday 21st January 2009 – **Recreation Ground Committee** – 7.30pm at the Town Hall
- 14.4** Monday 26th January 2009 – **Market Committee** – 7pm at the Town Hall
- 14.5** Wednesday 11th February 2009 – **Full Council** – 6.45pm at the Town Hall.
- 14.6** Monday 23rd February 2009 – **Youth Council** – 6.30pm 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 policy change in relation to annual appointment of Deputy Mayor.

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

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