



SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

Tel: 01760 722922
e-mail: towncouncil@swaffham.fsnet.co.uk

Fax: 01760 720469
www.swaffhamtowncouncil.co.uk

Town Clerk:
Richard Bishop BA Hons. (Local Policy)
e-mail: richard@swaffhamtowncouncil.co.uk

Deputy Town Clerk:
Mrs. Michelle Meyrick Dip.H.E. (Local Policy)
e-mail: michelle@swaffhamtowncouncil.co.uk

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 February 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 5th February 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 11th February 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 The Mayor will introduce Darryl Smith Principal Housing Officer (Strategy & Enabling) from Breckland Council to discuss the Draft Inclusion Strategy & Action Plan; and to give a brief update on the Choice Base lettings and a locally based kiosk under consideration.

4.2 To receive a report on Civic Events attended by the Mayor.

4.3 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 January 2009 – Full Council

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

6.1 Progress report on the Town Council web site.

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 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.	SP/Y/3/2008/1659/F Planning permission granted for the dining room and utility with bedroom balcony above extensions. Three Chimneys, Tumbler Hill. Mr. Ian Black.
3PL/2008/ 1464/CU Planning permission granted for the replacement of north & south aisle external windows, reglazing with clear glass & installation of window guards. St. Peter & St. Paul Church, Market Place. Mr. A. Hopping.	3PL/2008/1517/F planning permission granted for the erection of conservatory to the rear. 37 Whitsands Road. Mr. R. Patten.
SP/Y/3/2008/3016 Planning permission granted for the replacement of existing roof light and protruding extract fans with new ventilation equipment comprising enclosure clad laminate panel and associated ductwork.	

7.2 To receive and consider the following planning applications:-

a) 3PL/2009/0023/F/F Variation of condition on planning permission 3PL/2008/1279/F restricting opening hours. Dam Estate Ltd (Pegasus Planning Group)	b) 3PL/2009/0044/F Amendment to PP 2008/0186 & n2006/1549 to include garden room to rear and to widen garage by 1.5m on plot 2. 2 Peddars Rise. Mr. Ian Jessett.
c) 3PL/2009/0018/F Demolition of existing garage and erection of new single 2 bedroom bungalow. Land off Ash Close. Mr. Martin Overman.	d) 3PL/2009/0049/F Extension in the form of a double (corner) bay window. Mr. H. Jenner.

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 recommendation from planning committee for the Core Strategy and Development Control Policies Development Plan Document (circular letter) giving details of deadline for responses of 16th February 2009.

7.6**To receive an invitation to an exhibition at Necton Village Hall on 12th February 2pm – 8pm from Bernard Matthews Green Energy Ltd regarding consultation on proposals for the erection of two wind turbines adjacent to the North Pickenham wind farm.

8. FINANCE:

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

8.2 **To receive and consider offer from G & J House Clearances to clear mirrors and flooring away from Cemetery Chapel.

8.3 **To receive and consider request from Mr. R. Horn to erect a fruit cage on allotment 9a Shouldham Lane; also to consider putting wire netting around this allotment; or to supply materials and allow the labour to be carried out by the allotment holder.

8.4 ** To receive and consider request by Mrs. B. Lindhofer for a dog bin at Shouldham Lane.

8.5 ** To receive and consider request from the Swaffham Branch of the Royal British Legion to consider paying for the Fakenham Band on Remembrance Sunday later this year.

8.6 ** To consider clearing up the Shambles in the interim period before land ownership issue is concluded.

9. To receive GENERAL CORRESPONDENCE:

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

- (a) **To receive copy of e-mailed correspondence with Mr. G. Harwood regarding access to allotments via Shoemakers Lane.**
- (b) **To receive letter of thanks from Watton Town Council regarding support of their festive market.**
- (c) **To receive information/circular letter from Norfolk Army Cadet Force.**
- (d) **To receive attendance information from KLARS.**
- (e) **To receive information relating to a stall (permission granted) outside the Methodist Church on**

14th March 2009 for Action for Children (the new name for the Charity NCH).

- (f) **To receive information relating to a bric-a-brac stall (permission granted) outside the Methodist Church for 18th April 2009 for JMA (Junior Mission for All).**
- (g) **To receive information relating to a stall (permission granted) outside the Methodist Church on Saturdays 13th June and 5th September, also Thursdays 16th April and 30th July for Save the Children.**
- (h) **To receive confirmation that the dates for the Civic visit to Swaffham in 2010 are satisfactory for Couhe (Friday 10th to Monday 13th September 2010).**
- (i) **To receive information relating to the Norfolk Young Offending Team.**
- (j) **To receive information relating to a stall at Swaffham Market (permission granted) for RSPB on either 14th or 28th March 2009.**
- (k) To receive any late correspondence for information only.**

9.2 ** To receive and consider correspondence with Mr. & Mrs. P. Cator regarding rats and rabbits at abandoned allotments at Days Field, New Sporle Road.

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 correspondence with Mr. D. Ward regarding boughs hanging over garden from the Recreation Ground at 56 Greenhoe Place.

9.5 ** To receive and consider request from Breckland Christian Fellowship to use the Buttercross on Saturday 21st February 11am – 12noon.

9.6 ** To receive and consider correspondence raised by resident Mr. C. Waite with MP Christopher Fraser regarding the demise of a number of retailers and lack of suitable shops in Swaffham.

9.7 ** To receive and consider issues raised by Mr. G. Twite in respect of rats on the Shouldham Lane allotments.

9.8 ** To receive and consider request by Mr. & Mrs. Gore-Rowe to erect 7' x 12' shed on allotment at 35 Shouldham Lane.

9.9 ** To receive and consider details of workshop from the Norfolk Association of Local Councils 'The Green Summit – a Localist Green Agenda' – Wed 11th March at Eco-Tech in Swaffham or Sat 14th March at UEA Sportspark, Norwich.

9.10 ** To receive and consider details from the Norfolk Association of Local Councils of a presentation for 'The GOLD summit – Our New Rural Economy' – at Fakenham Racecourse on Sat 7th March or Hethel Engineering Centre on Thurs 12th March.

9.11 ** To receive and consider request to re-consider some of the policies outlined in the Compassionate Charter promoted by Animal Aid.

9.12 ** To receive and consider attendance of Norfolk County Association of Local Councils presentation of Quality Council certificates (By Baroness Gillian Shephard) at County Hall on Monday 16th February 2009.

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	21 st Jan 09	1 st April 2009	To consider a request from SCALGA to place notice boards at the allotments (in principle subject to obtaining grants).
10.3 Planning	5 th Feb 09		
10.4 Recreation Ground Committee**	21 st Jan 09	25 th Feb 09	
10.5 Town Group	6 th Nov 08		**To receive a copy of a report from the officer level meeting on 22 nd Jan 2009 to discuss the Transport Group's suggested actions for the Town Plan.
10.6 Personnel Committee	27 th Jan 09		
10.7 Market Committee	26 th Jan 09	30 th Mar 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)
- 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 circular letter and planning obligations newsletter.
- (b)** To receive copy of correspondence related to Breckland Land & Property.
- (c)** To receive copy of permission to use Market Place Car Park on 28th, 29th & 30th May 2009.

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

12.2 To receive and consider notification of a review for a Premises Licence at: The White Hart Inn, 2 London Street, Swaffham – representations to be made by 26th 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 confirmation of order and notice of confirmation for restricted byway No. 9 to Princes Street.

(b) **To receive brief progress report of East of England Plan to 2031.

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

13.2 ** To receive and consider street lighting to development at Castle Acre Road by Abel Homes Ltd.

13.3 ** To receive and consider

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 23rd February 2009 – **Youth Council** – 6.30pm at the Town Hall

14.2 Wednesday 25th February 2009 – **Recreation Ground Committee** – 7.00pm at the Town Hall

14.3 Wednesday 11th March 2009 – **Full Council** – 6.45pm at the Town Hall.

14.4 Monday 16th March 2009 – **Councillors Annual Training** – 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 the Town Clerk and correspondence regarding the proposed sale of allotment land.

15.2 To receive and consider brief update on Personnel Committee issues.

15.3 To receive and consider annual appointment of Deputy Mayor for the year starting May 2009.

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

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