



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 March 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 March 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 March 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.

5. To receive and/or agree the MINUTES:

5.1 Wednesday 11th February 2009 – Full Council**

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

6.1 Progress report on the Town Council web site.

6.2 Cleaning up the Shambles - progress report.

6.3 Report from the Practitioners Conference at Stoke on 27th and 28th February 2009.

6.4 Reminder of Councillors annual Training evening on Monday 16th March 2009 at 7pm – 9pm.

6.5 To briefly report on other on-going business.

6.6 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:-

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 panels and associated ductwork. Hamond's High School.

7.2 To receive and consider the following planning applications:-

a) 3PL/2009/0046/F Temporary office accommodation within existing compound. Roman House, Ecotech Innovation & Business Park. Mansell Construction Services Ltd.	b) 3PL/2009/0176/A Erection of 1 double sided internally illuminated projecting sign. 5a Market Place. Nationwide.
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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.

Rasputin's Russian Restaurant – 22/23 Plowright Place – Listed Building unauthorised signing. A request from the enforcement officer to apply for Advertisement and Listed Building Consent for the unauthorised sign.	
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7.5 **To receive and consider recommendation from planning committee for the site specific policies & proposals – additional sites consultation giving details of deadline for responses of 30th March 2009.

7.6 ** Notification of appeal starting date of 25th February 2009 (42 days) – Appeal Ref No. APP/F 2605/A09/2098286/WF re- planning application no. 3PL/2008/1373/F for the erection of two storey house & garden wall – rear of 61 London Street.

8. FINANCE:

8.1 ** To receive and consider correspondence with Danwood Ltd re- settlement on photocopier.

8.2 **To receive and consider a section 137 grant to Norfolk Accident Rescue Service.

8.3 ** To approve Accounts for Payments for March 2009.

8.4 ** To receive and consider service contract for the Wallgate Handwash units at the public toilets.

8.5 ** To receive and consider e-mailed correspondence with the external auditors Mazaars.

9. To receive GENERAL CORRESPONDENCE:

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

- (a) **To receive confirmation by e-mail from Hemmoor that the proposed dates for the civic twinning visit to Swaffham in September 2010 are acceptable.**
- (b) **To receive January 2009 Issue No. 169 of Norfolk Link the newsletter of the Norfolk Association of Local Councils.**
- (c) **To receive 'Norfolk Action' a guide to the Norfolk Local Area Agreement 2008-11.**
- (d) **To receive Direct Information Service – Conservative Party Green Paper Special – Feb 2009.**
- (e) **To receive Town & Parish Standard – Feb 2009 newsletter from Standards Board for England.**
- (f) **To receive e-mailed correspondence with the contractors CGM relating to the public toilets.**
- (g) To receive any late correspondence for information only.**

9.2 ** To receive and consider representation at RAF Marham – Parish Councils meeting 30th June 2009 at 19.00 hours.

9.3 * To receive and consider invitation from the Forestry Commission to a meeting on 25th March at Beachamwell to discuss their plans for Swaffham Forest.

9.4 ** To receive and consider a complaint re- dog fouling at the Recreation Ground from Mr. R. Duff.

9.5 ** To receive and consider consultation re- Hamond’s High School and Swaffham College changing to foundation status; also an invitation to the parent and stakeholders’ consultation meeting on Thursday 19th March 2009 from 5.30 p.m. at the school.

9.6 ** To receive and consider the Power to promote well-being of the area – statutory guidance for local councils – Department for Communities and Local Government. To also consider training event which will allow the Town Council to use the power of well-being.

9.7 ** To receive and consider Communities in Control: Real People, real power – code of recommended practice – a consultation – deadline 12th March 2009.

9.8 ** To receive and consider notification of the Norfolk Association of Local Councils launch of a Quality Councils Network at County Hall on 15th May 2009.

9.9 ** To receive and consider notification that the Town Council’s Quality Council status will expire on 1st March 2010. There is also notification of the changes in criteria required to meet the standards for re-accreditation.

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	
10.3 Planning	5 th Feb 09		
10.4 Recreation Ground Committee	25 th Feb 09	1 st Apr 09	
10.5 Town Group	6 th Nov 08		
10.6 Personnel Committee	27 th Jan 09		
10.7 Market Committee	26 th Jan 09	30 th Mar 09	
10.8 Youth Council	23 rd Feb 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 **Iceni 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** (Cllr David Wickerson)
- 11.1.6 **Local Area Group LAG** (Cllr Shirley Matthews)
- 11.1.7 **Swaffham Town Estate** (Cllrs Butters and Darby)
- 11.1.8 **Swaffham & District Tourism Association** (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 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 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 March 2009 – **Councillors Annual Training** – 7pm at the Town Hall.
- 14.2 Monday 23rd March 2009 – **Youth Council** – 6.30pm at the Town Hall
- 14.3 Wednesday 1st April 2009 – **Open Spaces Committee** – 6.30pm at the Town Hall
- 14.4 Wednesday 1st April 2009 – **Recreation Ground Committee** – 7.30pm at the Town Hall.
- 14.5 Wednesday 8th April 2009 – **Full Council** – 6.45pm 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 Deputy Town Clerk and correspondence regarding the proposed sale of allotment land.

15.2 To receive and consider Personnel issues including appointment of Receptionist.

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.