



# ***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 9<sup>th</sup> January 2008 at 6.45 p.m.** at the Assembly Rooms, Swaffham

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

Richard Bishop

**Town Clerk**

[Summons issued on Thursday 3<sup>rd</sup> January 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 16<sup>th</sup> 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 9<sup>th</sup> January 2008 at 6.45pm in the Assembly Rooms, 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 MAYORS' REPORT**

3.1. To receive a report on Civic Events attended in the past month.

3.2. To receive urgent reports at the Mayor's discretion - prior notice must be given.

**4. To receive a POLICE REPORT** – PC David Johnson will be in attendance.

**5. To receive and/or agree the MINUTES:**

5.1\*\* Wednesday 12<sup>th</sup> December 2007 – Full Council.

**6. To receive a report from the TOWN HALL:-**

6.1 The Town Clerk will update councillors on the progress of Swimming Pool Land Purchase.

6.2 The Town Clerk to briefly report on other on-going business.

6.3 To 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:-

<b>3PL/2007/1644/O</b> Outline Planning Permission granted for a Single Storey dwelling. Land adjacent 101 Southland. Mr. & Mrs. A. Syer.	<b>3PL/2007/1372/CU</b> Planning permission granted for change of use from shop to domestic two bed flat. 4 Castle Acre Road. Mrs. M. Timmins.
<b>3PL/2007/1621/EU</b> Certificate of lawfulness for existing use for development granted for the Occupation of dwelling without compliance with agricultural workers restriction. Greenhoe Bungalow Norwich Road. Donald Roger Atkins.	<b>3PI/2007/1549/O</b> Erection of single storey dwelling. 45 Watton Road (land rear of 8 Oaks Drive). Oakwood Property Service.
<b>3PL/2007/1778/F</b> Planning permission granted for the extension to form garden room & additional bathroom. 60 Longfields. V.A. Terry	<b>3PL/2007/1755/LB</b> Listed building consent granted for the addition of double doors in (internal) wall shared with No. 93. Mother Hubbards, 91 Market Place. Mr. A. Martin.
<b>3PL/2007/ 1537/LB</b> Refusal of Listed building consent for the retention of non illuminated fascia signs (retrospective). 46 Market Place. Martin McColl Ltd.	

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

<b>a) 3PL/2007/1945/CU</b> Change of use to eating area and toilets. 93 Market Place. Mr. A. Martin.	<b>b) 3PL/2007/1970/F</b> Erection of conservatory. 4 Oaks Close. Mr. Robert Salmon.
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**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.

Mr. & Mrs. D. Cannon, Land at Brocks Road and Turbine Way – letter advising compliance has been achieved.	McColls, Market Place (near Boots: New unauthorised signage) – exempt from planning permission.
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**7.5** To receive correspondence relating to Public Exhibition in relation to McCarthy & Stone's Proposed Development of 108 & 110 Brandon Road, Swaffham

## **8. FINANCE:**

**8.1** \*\*To approve Accounts for Payments for January 2008.

**8.2** \*\*To receive and consider request from Karl Dunbar for use of a room at the Town Hall regarding a Credit Union Bank.

**8.3** \*\*To receive and consider request to remove trees from Mr. A.R. Bland's allotment on Tumbler Hill.

**8.4** \*\*To receive and consider draft Service Level Agreement for the Tourist Information Service.

**8.5** To receive and consider meeting venues for the period beyond February 2008.

## **9. To receive GENERAL CORRESPONDENCE:**

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

- (a)** \*\*To receive correspondence with John Smith regarding the additional inscription on the War Memorial.
- (b)** \*\*To receive correspondence with Mandy Lewis of the Citizens Advice Bureau regarding
- (c)** \*\*To receive notification of stalls outside the Methodist Rooms on June 14<sup>th</sup>, July 17<sup>th</sup> and October 16<sup>th</sup> for Save the Children Fund; also on June 21<sup>st</sup> for Swaffham Bowls Club.
- (d)** \*\*To receive letter of thanks from Norfolk & Norwich Association for the Blind.
- (e)**\*\*To receive thank you letter from Breckland Christian Fellowship re- Carols around the tree 21<sup>st</sup> December attended by the Mayor.
- (f)** To receive any late correspondence for information only.

**9.2**\*\* To receive and consider correspondence with Mr. D. N. Dixon regarding access to the allotments via Princes Street on behalf of the Residents Group.

**9.3**\*\* To receive notification of a CCTV Focus Group meeting on 15<sup>th</sup> January and to nominate a member for future meetings.

**9.4**\*\*To receive and consider notification of Norfolk Primary Care Trust's (PCT) consultation period and receipt of their 'Have your say consultation document' on their Proposed Vision and Priorities for 2008-2011. The consultation period is from 7<sup>th</sup> December 2007 to 29<sup>th</sup> February 2008. Notification of two public meetings at Eco-Tech Centre on 29<sup>th</sup> January 2008 at 2pm and 6.30pm respectively.

**9.5**\*\*To receive and consider request from Mr. I. Robinson to remove crops after the 9<sup>th</sup> January 2008 deadline from Days Field allotments.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes Committee	5 <sup>th</sup> Dec 07	2 <sup>nd</sup> April 08	
10.2 Open Spaces & Amenities Committee	7 <sup>th</sup> Nov 07	23 <sup>rd</sup> Jan 08	
10.3 Planning	1 <sup>st</sup> Oct 07		
10.4 Recreation Ground Committee	7 <sup>th</sup> Nov 07	23 <sup>rd</sup> Jan 08	**Peoples Millions letter from the Big Lottery Fund re-the Sensory Garden project.
10.5 Town Group	15 <sup>th</sup> Oct 07	30 <sup>th</sup> Jan 08	
10.6 Personnel Committee	19 Sept 07		
10.7 Market Committee	30 <sup>th</sup> Oct 07	28 <sup>th</sup> Jan 08	**To receive notification of French Market for Sunday 20 <sup>th</sup> April 2008.
10.8 Youth Council	26 <sup>th</sup> Nov 07	14 <sup>th</sup> Jan 08	

## 11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

11.1. To receive Community Group, Club, Charity, Society or Agency reports to include:-

## 12. BRECKLAND COUNCIL.

12.1 To receive the following Breckland Council correspondence for information only:-

(a)\*\* To receive details of re-siting of Recycling Banks in Theatre Street Car Park.

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

12.2 To receive and consider circular letter regarding Section 106 agreements from Nick Moys Principal Planning Officer (Major Projects)

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 a copy of Norfolk Matters (The newsletter of Norfolk County Council)

(b)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 Wednesday 23<sup>rd</sup> January 2008 – Recreation Ground Committee at 7.00pm Town Hall.

14.2 Wednesday 30<sup>th</sup> January 2008 – Town Group at 7.00pm at the Town Hall

14.3 Wednesday 6<sup>th</sup> February 2008 – Relief in Need Charity at 6.30pm at the Town Hall

14.4 Wednesday 13<sup>th</sup> February 2008 – Full Council at 6.45pm at the Assembly Rooms.

## 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 to include the following:-

i) To receive progress report on resulting actions from DDA Access Audit Report.

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

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