



# ***SWAFFHAM TOWN COUNCIL***

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

Tel: 01760 722922  
e-mail: [towncouncil@swaffham.fsnet.co.uk](mailto:towncouncil@swaffham.fsnet.co.uk)

Fax: 01760 720469  
[www.swaffhamtowncouncil.co.uk](http://www.swaffhamtowncouncil.co.uk)

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

Deputy Town Clerk:  
Mrs. Michelle Meyrick Dip.H.E. (Local Policy)  
e-mail: [michelle@swaffhamtowncouncil.co.uk](mailto: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 13<sup>th</sup> June 2007 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 6<sup>th</sup> June 2007]

### ***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 13<sup>th</sup> June 2007 at 6.45pm in the Assembly Rooms, 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 CASUAL VACANCY**

3.1 \*\*To receive and consider notification of timetable for by-election on Thursday 19<sup>th</sup> July 2007.

## **4. To receive MAYORS' REPORT**

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

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

## **5. To receive a POLICE REPORT** – P.C. Partridge will be in attendance.

## **6. To receive and/or agree the MINUTES:**

6.1\*\* Wednesday 16<sup>th</sup> May 2007 – Full Council.

## **7. To receive a report from the TOWN CLERK:-**

7.1. To update councillors on ongoing business to include the following:-

- (a) To report on the progress of Swimming Pool Land Purchase.
- (b) To report of progress made with War Memorial project.
- (c) To report on Larger Councils meeting at Wymondham on 7<sup>th</sup> June.
- (d) To report on meeting with Ray Johnson(Breckland) on 5<sup>th</sup> June.
- (e) To briefly report on other on-going business.

7.2. To receive questions on ongoing business for exchange of information only.

## **8. PLANNING/DEVELOPMENT CONTROL:**

8.1. To receive notification of Decisions/Information from Breckland Council:-

3PL/2007/0084/LB Listed Building Consent granted for construction of 8 terraced dwellings following demolition of function room. Land adjacent to Lydney House Hotel, Norwich Road. Jetspark Ltd.	3PL/2007/0020/F Planning permission granted for the erection of 8 terraced dwellings following demolition of existing function room. Land adjacent to Lydney House Hotel, Norwich Road. Jetspark Ltd.
3PL/2007/0470/F Planning permission granted for the demolition of existing garage and brick up internal walls to form a separate one bedroom annexe. 55 Southlands. Mr. & Mrs. Branson.	3PL/2007/0017/LB Refusal of Listed Building Consent for the erection of sign (retrospective). Swaffham Assembly Rooms, Market Place. Dennis Tallon, Icen Partnership.
3PL/2007/0298/F Planning permission granted for the terrace of six two storey business units, new access, & 2 no two storey blocks of 3 units to rear of site. Land adjacent Ecotech Centre, Turbine Way. RLMH Ltd.	3PL/2007/0643/O Refusal of outline planning permission for erection of single storey dwelling. Land adjacent to 101 Southlands. Mr. & Mrs. A. Syer.
3PL/2007/0623/F Planning permission granted for the demolition of existing lean-to-side extension and erection of	3PL/2007/0594/O Outline planning permission granted for the erection of single storey dwelling (renewal). Land

conservatory (identical footprint). Pear Tree Cottage, 16 Tumbler Hill. Mr. & Mrs G. Pettitt.	adjacent to 1 Spinners Lane. Mr. M. Grief.
3PL/2007/0632/F Planning permission granted for proposed garage. The Beeches, 114 Brandon Road. Mr. & Mrs. S. Clark.	3PL/2007/0614/A Refusal of Consent to Display Advertisements for the rection of externally illuminated shop and projecting sign. Boots the Chemist, 37 Market Place. The Boots Company.
3PL/2007/0234/F Planning permission granted for the erection of two flats. Land adjacent to 2 Queens Street, Whitsands Road. Parkland Properties.	

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

a) <b>3PL/2007/0779/CU</b> Change of use to MOT centre for class 4 & 7 vehicles and proposed van sales. The Old Station Yard, Station Street. Mr. S. Emery	b) <b>3PL/2007/0806/F</b> Redevelopment of fitness centre to residential use for 10 flats & associated parking. Bodywise Studio, Spinners Lane. Mr. & Mrs. Smith.
c) <b>3PL/2007/0285/LB</b> AND <b>3PL/2007/0284/A</b> New externally illuminated shop sign. Mr. Chips, 48 Market Place. Peter Rawstron	d) <b>3PL/2007/0834/F</b> New cladding & roofing, alterations & single storey extension to existing bungalow and erection of two detached outbuildings & addition of existing store. Site at Greenhoe, Norwich Road. Jane & Roger Atkins.
e) <b>3PL/2007/0846/F</b> Amendments to previous pp 3PL/2005/1738/F to provide boiler house, first floor day lounge & laundry extension. The Paddocks, Cley Road. Dr. S. Kaushal.	

**8.3. To receive & comment on any late applications received at the Mayor's discretion.**

**8.4. To receive any notifications of planning enforcement & TPO's.**

TPO No.21 Horse Chestnut, 24 Pedlar's Grove -	
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**9. FINANCE:**

**9.1** To approve Accounts for Payments for June 2007.

**9.2** To receive and consider meeting venues beyond July 2007.

**9.3\*\***To receive and consider notice of advertise the annual audit for the year ending 31<sup>st</sup> March 2007. The final accounts will be presented to the Council on 18<sup>th</sup> July 2007 and all documentation relating to the audit has to be returned to the Audit Commission by 28<sup>th</sup> August 2007.

**9.4\*\***To consider Councillor attendance at the NALC Conference at Bournemouth 5<sup>th</sup> – 7<sup>th</sup> October.

**9.5** To receive and consider options to invite tenders for the Public Toilets and TIC in advance of the building being conveyed to the Town Council in the Autumn.

**10. To receive GENERAL CORRESPONDENCE:**

**10.1\*\*** To receive the following correspondence for information only.  
**(a)\*\***To receive correspondence to GO East re-disposal of allotment land.  
**(b)\*\***To receive correspondence to SCALGA re-various outstanding issues relating to allotments.  
**(c)\*\***To receive circular regarding the re-opening of North Pickenham Post Office on 14<sup>th</sup> May.  
  
**(d)** To receive any late correspondence for information only.

**10.2\*\***To receive and consider correspondence with Norfolk PCT (and MP Christopher Fraser) relating to the Town Council's land offer.

**10.3\*\***To receive and consider invitation from Swaffham Branch of the Royal Naval Association and the British Legion to a combined Veteran's Day/Falkland 25<sup>th</sup> Anniversary Event at 10.00am on Sunday 24<sup>th</sup> June 2007.

- 10.4\*\***To receive and consider correspondence with Simon Rudd regarding the Town Clock and Bell Ringing, with an invitation to Councillors to visit bell ringing practice on a Friday evening.
- 10.5\*\***To receive and consider circular from Local Works regarding Sustainable Communities Bill reaching its third reading on 15<sup>th</sup> June. Local Works request further lobbying of the Prime Minister and the Communities Minister.
- 10.6\*\***To receive and consider Norfolk Community Council Market Research 2007.
- 10.7\*\***To receive and consider Norfolk Rural Community Council Training Programme. *(There are events on Governance and Committee meetings, Marketing, Promotion and Communication, Licenses and Legal Premises, Project Planning and Management, Managing Risk and finally Financial Planning and Control).*
- 10.8\*\***To receive and consider Norfolk Rural Community Council – Local Network Fund – Training Opportunities for your group. *(Children’s Services – Collaborative Training Programme 2007 – 2008).*
- 10.9\*\***To receive and consider letter from SCALGA requesting permission from the Town Council to hold an open day on Sunday 19<sup>th</sup> August as part of National Allotment Week 13<sup>th</sup> – 19<sup>th</sup> August.
- 10.10\*\***To receive and consider circular from NCAPTC regarding Executive Committee Election 2007. Notification of AGM on 15<sup>th</sup> September at County Hall and Breckland Area meeting on 3<sup>rd</sup> July.
- 10.11\*\***To receive notification of the East of England Regional Assembly’s Issues and Options document, Planning for Gypsy and Traveller accommodation consultation period 8<sup>th</sup> May to 31<sup>st</sup> July 2007. To receive report of event attended at County Hall on 22<sup>nd</sup> May by the Town Clerk and Cllr T. Jennison.

**11. To receive progress reports from COMMITTEES** – also referring to committee list previously agreed:

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>11.1</b> Finance & General Purposes	28 <sup>th</sup> March 07	25 <sup>th</sup> July 07	Budget for By-election and monitoring cash flow
<b>11.2</b> Open Spaces & Amenities	6 <sup>th</sup> June	7 <sup>th</sup> November 07	
<b>11.3</b> Planning	August 06		
<b>11.4</b> Recreation Ground	6 <sup>th</sup> June 07	4 <sup>th</sup> July 07	Friends of Recreation Ground bank account
<b>11.5</b> Town Group	4 <sup>th</sup> April 07	18 <sup>th</sup> June 07	
<b>11.6</b> Personnel	19 <sup>th</sup> November 06	19 <sup>th</sup> September 07	

**12. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

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

**13. BRECKLAND COUNCIL.**

**13.1** To receive the following Breckland Council correspondence for information only:-  
**(a)\*\*** To receive a copy of petition and correspondence relating to the public toilets.  
**(b)** To receive any late Breckland correspondence for information only.

**13.2** To receive Breckland Councillor reports.

#### **14. NORFOLK COUNTY COUNCIL.**

**14.1\*\*** To receive the following County Council correspondence for information only:-

- (a) To receive details of temporary traffic order affecting A1065 Station Street from its junction with the C562 Mangate Street northwards for approximately 500 metres to a point approximately 110 metres north of junction Tower Meadow (un-adopted) in the town of Swaffham because of carriageway works.
- (b) To receive circular letter and New Farming and Public Rights of Way Advice Booklet.
- (c) To receive correspondence with Mr. R.W.U. Stibbon relating to removal of litter bin in the vicinity of 65 London Street
- (d) To receive any late County Council correspondence for information only.

**14.2** To receive and consider circular letter and questionnaire relating to Norfolk Minerals and Waste Framework: Core Strategy and Development Control: Issues and Options Stage (full document available at the Town Hall 106 pages).

**14.3** Traffic Management Programme (TMP) 2007/07 – Proposed ‘at any time’ waiting restriction – Beech Close/the Campingland.

**14.4** To receive County Councillors report.

#### **15. To notify of the DATES and changes of forthcoming meetings & receive any items to include on the AGENDA OF THE FOLLOWING MEETING:-**

- 15.1 Monday 18<sup>th</sup> June 2007 – **Town Group** at 7.30pm (*in the Community Centre*)
- 15.2 Monday 25<sup>th</sup> June 2007 – **Annual Market Traders** at 7.00pm (*in the Assembly Rooms*)
- 15.3 Monday 2<sup>nd</sup> July 2007 – **Relief in Need Charity** AGM 6.30pm (*at the Town Hall*)
- 15.4 Wednesday 4<sup>th</sup> July 2007 – **Recreation Ground Committee** at 7.00pm (*in the Assembly Rooms*)
- 15.5 Monday 9<sup>th</sup> July 2007 – **Town Group** at 7.00pm (*in the Community Centre*)
- 15.6 Wednesday 18<sup>th</sup> July 2007 – **Full Council** at 6.45pm (*in the Assembly Rooms*)
- 15.7 Wednesday 25<sup>th</sup> July 2007 – **Finance & G.P. Committee** at 7.00pm (*in the Assembly Rooms*)

#### **16. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

**16.1.** To receive and consider confidential report from the Town Clerk regarding forthcoming staff appraisals and role of Personnel Committee.

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

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