



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 18th July 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 Tues 10th July 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 16th 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 18th July 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 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.
- 3.3. To receive a report from the Chairman of the Twinning Association Stan Sole re-visit from Couhe.

4. To receive a POLICE REPORT – P.C. Partridge will be in attendance.

5. To receive and/or agree the MINUTES:

- 5.1** Wednesday 13th June 2007 – Full Council.

6. To receive a report from the TOWN CLERK:-

- 6.1. To update councillors on ongoing business to include the following:-
 - (a) To report on the progress of Swimming Pool Land Purchase.
 - (b) To report on Planning Seminar held on 14th June.
 - (c) To report on meeting with Ian Lambert re-Quality Councils
 - (d) To report on meeting with Ray Johnson (Breckland) on 3rd July.
 - (e) To report on Work experience students from Hamond's School.
 - (f) To report briefly on Cheltenham Summer Seminar on 11th & 12th July.
 - (g)**To receive and consider draft no smoking policy.
 - (h) To briefly report on other on-going business.
- 6.2. 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/2007/0433/F Planning permission granted for the Construction of two detached houses after demolition of existing bungalow. Greenborders, North Pickenham Road. Walnut Farm Developments Ltd.	3PL/2007/0690/F Planning permission granted for garage extension. 4 Low Road. R. Farmer Esq.
3PL/2007/0626/F Planning permission for extension over existing attached garage to the side. 62 Longfields. Mr. A. Martin.	3PL/2007/0724/F Planning permission granted for new double garage & demolition of existing garage. 9 Beech Close. Mr. & Mrs. Anscombe. N.B. Letter from Breckland confirms that STC comments were fully considered in the determination of this application, advises on balance the scheme was not considered to be refusable. The replacement of the existing garage, forward of the existing structure, was not considered to represent overdevelopment nor was it considered that it would impact on the character of the area or appearance of the street scene.
3PL/2007/0759/F Planning permission for side extension. 11 Stratton Close. Mr. & Mrs. P. Riedlinger.	

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

a) 3PL/2007/0921/CU Change of use of amenity space to garden. Land in front of 1 The Oaklands. Mr. S. Bates.	b) 3PL/2007/0677/A Erection of fascia sign. Co-op Pharmacy, Market Place. CWS Retail Financial Services.
c) 3PL/2007/1067/LB and 3PL/2007/1068/F Conversion of rural building to form dwelling (amended design).	

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

7.4.*To consider Wind Turbine Policy for Swaffham – giving consideration to Wind Energy Development – a statement of Breckland Council Policy.

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

8. FINANCE:

8.1 To approve Accounts for Payments for July 2007.

8.2 **To receive and consider final accounts for year ending 31st March 2007. To also consider and approve end of year statement and statement of assurances for year ending 31st March 2007.

8.3 To receive progress report from the Town Clerk regarding the transfer of Public Toilets and Play Areas to the Town Council from Breckland Council.

9. To receive GENERAL CORRESPONDENCE:

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

- (a)**To receive correspondence with Government Office East relating to allotment disposal at Shoulder of Mutton and Days Field.
- (b)**To receive copy of e-mailed correspondence with Denis Bishop of Business Link – re-new Business Support Clinic/Surgeries at the Community Centre.
- (c)*To record receipt of Norfolk Link.
- (d)**To receive copy of correspondence relating to Swaffham Players request granted for a Bric-a-brac stall outside Methodist Church on Sat 30th June.
- (e)**To receive correspondence with Mr. N. A. Morton relating to an event organised by the Friends of the Recreation Ground and access to the Market Cross Restaurant.
- (f)**To receive minutes of SCALGA public meeting held on 5th March 2007.
- (g)**To receive e-mailed correspondence with Kingdom TV Ltd re-use of Campingland.
- (h)**To receive invitation and agenda for Icen Partnership AGM on Tuesday 17th July 2007.
- (i) **To receive e-mailed correspondence with Necton Parish Council re-Travellers Sites.
- (j) **To receive e-mail the new Lynn News correspondent.
- (k) **To receive correspondence with Mr. W. Ives re-Travellers Sites.

- (l) To receive any late correspondence for information only.

9.2.**To receive and consider letter from Swaffham Swimming Pool Association regarding the consultation questionnaire.

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

COMMITTEE	LAST meeting	NEXT meeting	Information to consider
10.1 Finance & General Purposes	28 th March 07	25 th July 07	Budget for By-election and monitoring cash flow Health and Safety implications
10.2 Open Spaces & Amenities	6 th June	19 th September 07	To report of urgent meeting with SCALGA on 19 th June and receive related correspondence with SCALGA, Mr. B. Cocksedge, Mr. D. Ewen, Mr. C. Finch
10.3 Planning	August 06		
10.4 Recreation Ground	4 th July 07	19 th September 07	To record the resignation of Cllr P. Wade and consider filling three vacancies.
10.5 Town Group	9 th July 2007	5 th September 2007	To record the resignation of Cllr T. Jennison and consider filling this vacancy.
10.6 Personnel	19 th November 06	19 th September 07	
10.7 Market Committee	25 th June 07	17 th September 07	

11. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.

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

11.2. To consider filling the vacant position of Museum Director for Swaffham Museum Ltd.

12. BRECKLAND COUNCIL.

12.1 To receive the following Breckland Council correspondence for information only:-
 (a)** To receive copy of correspondence with Ms June Panter regarding the one blot on the landscape – the toilets.
 (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 information on No Smoking Legislation coming into force on 1st July 2007.
 (b) **To receive circular and information from Adult Social Services re- “Finding your way” booklet.
 (c) **To receive correspondence with Mr. R. Dixon re-Japanese Knotweed Infestation passed on to Norfolk County Council for consideration.
 (d) To receive any late County Council correspondence for information only.

13.2 **To receive and consider Theatre Street – Proposed Footway – Cley Road to Car Park entrance – Mott MacDonald.

13.3 **To receive and consider Norfolk Fire Authority Safety Plan 2007 – Questionnaire.

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 Wednesday 25th July 2007 – **Finance & G.P. Committee** at 7.00pm (*in the Assembly Rooms*)

14.2 Wednesday 5th September 2007 – **Town Group** at 7.00pm (*at the Town Hall*)

14.3 Wednesday 12th September 2007 – **Full Council** at 6.45pm (*at the Assembly Rooms*)

14.4 Wednesday 19th September 2007 – **Personnel Committee** at 9am (*at the Town Hall*)

14.5 Wednesday 19th September 2007 – **Youth Council Steering Group** at 6pm (*Town Hall*)

14.6 Wednesday 19th September 2007 – **Recreation Ground Committee** at 7.30pm (*at the Town Hall*)

14.7 Wednesday 3rd October 2007 – **Relief in Need Charity** at 6.30pm (*at the Town Hall*)

14.8 Wednesday 3rd October 2007 – **Finance & G.P. Committee** at 7.30pm (*at the Town Hall*)

14.9 Wednesday 10th October 2007 – **Full Council** at 6.45pm (*venue to be arranged*)

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.

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

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