



# ***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 12<sup>th</sup> September 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 Thursday 6<sup>th</sup> September 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 12<sup>th</sup> September 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.

## **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 introduce the new Chief Executive of Breckland Council Mr. Trevor Holden.

**To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)**

## **4. To receive a POLICE REPORT** – PCSO Paul Frostwick will be in attendance.

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

- 5.1\*\* Wednesday 18<sup>th</sup> July 2007 – Full Council.
- 5.2\*\* Wednesday 15<sup>th</sup> August 2007 – Planning Committee.

## **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 Deputy Town Clerk will update councillors on the progress of the Youth Council
- 6.3 The Town Clerk to briefly report on other on-going business.
- 6.4 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/2007/1098/F Planning permission granted for Single storey extension. 54 Southlands. Mr. & Mrs. P. Prowting.	3PL/2007/1145/LB Planning permission granted to upgrade of exterior corporate signwork by the installation of 1 fascia sign (existing external illum) – Co-op Pharmacy, Market Place
3PL/2007/1131/F letter advising reason for granting planning permission for erection of 8 dwellings at Lydney House.	3PL/2007/1131/F Planning permission granted for the erection of 8 three storey town houses and parking following demolition of existing function room. Land adjacent to Lydney House, Norwich Road. Barconn Ltd.
3PL/2007/1049/LB Listed building consent and 3PL/2007/1048/F Planning permission granted for extensions to provide additional kitchen, laundry and external shelter.. Holmwood House, 40 Whitecross Road. Integrated Nursing Homes Ltd.	3PL/2007/1160/F Planning permission for siting of modular 18 x 12 unit. Turbine Way, The Meheshamstede Education Trust.

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

<b>a) 3PL/2007/1299/F</b> Proposed conservatory – Mr & Mrs Day, 28 Southlands	<b>b) 3pl/2007/1280/A</b> – Amendment – Internally illuminated fascia projecting sign - Woolworths, 77-81 Market Place
<b>c) 3PL/2007/1341/F</b> 21 dwellings for retirement occupancy – Equity Holding & Investments, Land to rear of Conservative Club, London Road	<b>d) 3PL/2007/1356/F</b> Demolition of existing building, construction of residential care home and single bungalow - Bethel Investments Ltd, IRS, Castleacre Road
<b>e) 3PL/2007/1373/F</b> Replacement side porch – Mrs I Andrews, 5 St Guthlac Close	<b>f) 3PL/2007/1397/F</b> Single storey rear extension – 89 Southlands. Mr. & Mrs. Burke.

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

**7.4.** To consider recommendation from Planning Committee for a 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.

**7.6** To receive a report from the public meeting on 15<sup>th</sup> August and a meeting on 6<sup>th</sup> September 2007 regarding development of the Redland site in Brandon Road by Gladedale Homes Ltd.

**8. FINANCE:**

**8.1** To approve Accounts for Payments for August and September 2007.

**8.2** \*\*To receive and consider request from Mr. E.J. Heritage regarding possible addition to the Town War Memorial in the form of a plaque to read: *“In remembrance of all servicemen and women who have made the supreme sacrifice in the service of their country from 1945 to the present day.”*

**8.3** \*\* To receive and consider estimate for audio and visual requirements for the Town Hall lift relating to building regulations and request from Burns Associates to proceed with installation.

**8.4** To receive progress report from the Town Clerk regarding the transfer of Public Toilets/TIC and Play Areas to the Town Council from Breckland Council. To also consider management options for the TIC and the possibility of inviting tenders.

**8.5** \*\*To receive and consider request from Richard Wood of Cool Cabs to purchase a bench to place outside the Tourist Information Centre to facilitate the elderly.

**8.6** \*\*To receive and consider request from Cllr Charles Gunner for funding of Christmas Lights and appointment of a Town Officer.

**8.7** To consider reviewing the current policy to charge a returnable deposit for booking the Council Chamber in the event of damages and replace with a policy to charge only if damages occur.

**8.8** To consider holding an events diary for Swaffham in conjunction with our Town Newsletter.

**8.9** \*\* To receive and consider request from Swaffham Baptist Church regarding maintenance at Whitecross Road Cemetery.

**8.10** \*\* To receive and consider request from Citizens Advice Bureau for a grant.

**8.11** \*\* To receive and consider request from East Anglian Air Ambulance for a grant.

**8.12** \*\*To receive a request from Swaffham Branch Royal British Legion for a grant of £150.

**8.13** To consider meeting venue for full Council meetings the next three months.

**9. To receive GENERAL CORRESPONDENCE:**

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

- (a) **\*\*To receive correspondence and additional comments from the allotment consultation questionnaire.**
- (b) **\*\*To receive correspondence with Mrs. S.J. Andrews regarding her allotment at Days Field.**
- (c) **\*\*To receive further correspondence with Mr. N.A. Morton regarding various issues relating to an event at the Assembly Rooms organised by the Friends of the Rec. Other criticisms of the Town Clerk's office and misinformation published in the newsletter.**
- (d) **\*\*To receive copy of correspondence with Christopher Fraser MP regarding a letter from Dennis Tallon relating to the allotments and land for a new community hospital.**
- (e) **\*\*To receive copy of correspondence from Christopher Fraser MP regarding a response from John Healey MP relating to the Sustainable Communities Bill.**
- (f) **\*\*To receive correspondence with Royal Naval Association regarding 2<sup>nd</sup> hand stall at the Market on 25<sup>th</sup> August.**
- (g) **\*\*To receive correspondence with North Walsham Town Council regarding Dog Bins.**
- (h) **\*\*To receive correspondence with Mrs. P.E. Stone regarding the placement of a seat at the top of Northwell Pool Road, also a pavement leading to Waitrose.**
- (i) **\*\*To receive correspondence with allotment holder Mr. Mike Powell regarding placing a shed and chicken house on his allotment at 18 Shouldham Lane.**
- (j) **\*\*To receive correspondence with Mr. Cocksedge regarding moving allotments, erecting poly tunnel on his new allotment, vacating his existing allotment and receipt of agreed compensation.**
- (k) **\*\*To receive correspondence with Save the Children Fund regarding a stall outside the Methodist Church on 18<sup>th</sup> October 2007.**
- (l) **\*\* To receive information on the World's Biggest Coffee Morning – Friday 28<sup>th</sup> September 2007 – MacMillan Cancer Support.**
- (m) **\*\* To receive copy of Norfolk Link – August 2007.**
- (n) **To receive any late correspondence for information only.**

**9.2.\*\*** To receive and consider a request from Icen Partnership to place recycling units at the Community Centre.

**9.3\*\*** To receive and consider a request from Icen Partnership to use the Recreation Ground for a fun run on the 30<sup>th</sup> September.

**9.4\*\*** To receive and consider a request from Icen Partnership to place a temporary labyrinth on the Campingland as part of Swaffham Health Week.

**9.5\*\*** To receive and consider proposals from the Royal British Legion re: War Memorial.

**9.6\*\*** To receive correspondence from the NCAPTC re: Training and AGM.

**9.7\*\*** To receive and consider letter from Swaffham Access Group re: Access to Town Hall.

**9.8\*\*** To receive and consider letter from Mrs D. Dickens re: Access to Town Hall.

**9.9\*\*** To receive and consider request from Swaffham Bridge Club re: link to Town Council's website.

- 9.10\*\*** To receive and consider correspondence relating to golf being played on the Recreation Ground – Mr. J.S.L. John.

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

<b>COMMITTEE</b>	<b>LAST meeting</b>	<b>NEXT meeting</b>	<b>Information to consider</b>
<b>10.1 Finance &amp; General Purposes</b>	25 <sup>th</sup> July 07	3 <sup>rd</sup> October 07	
<b>10.2 Open Spaces &amp; Amenities</b>	6 <sup>th</sup> June	19 <sup>th</sup> Sept 07	
<b>10.3 Planning</b>	15 <sup>th</sup> Aug 07		
<b>10.4 Recreation Ground</b>	4 <sup>th</sup> July 07	19 <sup>th</sup> Sept 07	To consider filling one vacancy.
<b>10.5 Town Group</b>	9 <sup>th</sup> July 2007	15 <sup>th</sup> Oct 07	
<b>10.6 Personnel</b>	19 <sup>th</sup> Nov 06	19 <sup>th</sup> Sept 07	Personnel training Thursday 4 <sup>th</sup> October 9.30am – 12.30pm at Downham Market
<b>10.7 Market Committee</b>	25 <sup>th</sup> June 07	17 <sup>th</sup> Sept 07	

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

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

**12. BRECKLAND COUNCIL.**

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

- (a)\*\* To receive copy of correspondence passed on to Breckland from Mollie Foxall regarding removal of trees from the Theatre Street car park.
- (b)\*\*To receive copy of Street Naming & Numbering: Silver Birch, 11a Hickling Close.
- (c)\*\*To receive copy of letter to Breckland from Peter and Jennifer Burt re-Drainage in New Sporle Road.
- (d)\*\*To receive information re: Development Control Committee Public Speaking.
- (e) To receive any late Breckland correspondence for information only.

**12.2 \*\***To receive and consider consultation paper on introducing a scheme for licensing Houses in Multiple Occupation.

**12.3 \*\*** To receive and consider letter of introduction from Lee Webster, Breckland Council's new Enabling and Projects Officer. The Council need to consider whether to invite this new officer to a future meeting to explain his role, which is to negotiate the provision of affordable housing in the right part of the district to meet people's housing need.

**12.4 \*\*** To receive and consider notification for variation of club certificate at Swaffham Ex-serviceman's (Social) Club Ltd, 23 Lynn Street.

**12.5 \*\*** To receive and consider review of Polling Districts and Polling Places.

**12.6 \*\*** To receive and consider Review of Breckland's licensing policy – Licensing Act 2003.

12.7 \*\* To receive and consider Code of Conduct Press Advertisement proposal.

12.8 \*\* To receive and consider CCTV Review (officer response within 3 days).

12.9 To receive Breckland Councillor reports.

### **13. NORFOLK COUNTY COUNCIL.**

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

- (a) \*\*To receive copy of correspondence passed on to County Council regarding the Connect Bus.
- (b) \*\*To receive details of A1122 Downham Market to Swaffham – Local Safety Scheme – Mott MacDonald.
- (c) \*\*To receive information re: Speed Awareness Message (SAM) – Norfolk Constabulary.
- (d) \*\*To receive correspondence relating to traffic lights adjacent to co-op store, passed on to County Council – Iris Petts.
- (e) To receive any late County Council correspondence for information only.

13.2 \*\*To receive and consider correspondence with Mrs. S. A. Bowhay regarding problems with disabled parking bays in the town centre,

13.3 \*\*To receive and consider correspondence relating to Hanging Baskets and Christmas Lighting situated on Street Lighting columns.

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 17<sup>th</sup> September 2007 – **Market Committee at 7pm** (at the Town Hall)
- 14.2 Wednesday 19<sup>th</sup> September 2007 – **Personnel Committee at 9am** (at the Town Hall)
- 14.3 Wednesday 19<sup>th</sup> September 2007 – **Open Spaces Committee at 6.30pm** (at the Town Hall)
- 14.4 Wednesday 19<sup>th</sup> September 2007 – **Recreation Ground Committee at 7.30pm** (at the Town Hall)
- 14.5 Wednesday 3<sup>rd</sup> October 2007 – **Relief in Need Charity at 6.30pm** (at the Town Hall)
- 14.6 Wednesday 3<sup>rd</sup> October 2007 – **Finance & G.P. Committee at 7.30pm** (at the Town Hall)
- 14.7 Wednesday 10<sup>th</sup> 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 to include consideration of Market licenses.

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

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