



# ***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 14<sup>th</sup> November 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 8<sup>th</sup> November 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 14<sup>th</sup> November 2007 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 10<sup>th</sup> October 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 report on the recent SLCC Annual Clerks Conference

6.3 \*\*The Project Officer to report on Northwell Pool, The Shambles and the Town Group.

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

6.5 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:-

3PL/20071280/A Consent to display advertisements granted for internally illuminated fascia projecting sign. Woolworths, 77 – 81 Market Place.

3PL/2007/0846/F Planning permission granted for amendments to previous planning permission 3PL/2005/1738/F to provide boiler house, first floor day lounge and laundry extension. The Paddocks, Cley Road. Dr. S. Kaushal.

3PL/2007/1373/F Planning permission granted for replacement side porch. 5 St. Guthlac Close. Mrs. I. Andrews.	3PL/2007/1202/F Refusal of planning permission for 2 single storey dwellings with garages and change of vehicular access & new garage for Cubello. Land adjacent to Cubello, Whitsands Road. Highbury Developments Ltd.
3PL/2007/1067/LB Listed building consent granted for conversion of rural building to residential unit within the cartilage of Listed Building. Wood Farm, North Pickenham Road. Mrs. J. Taylor.	3PL/2007/1299/F Planning permission granted for proposed conservatory. 28 Southlands. Mr. & Mrs. Day.
3PL/2007/1068/F Planning permission granted for the conversion of rural building to form dwelling (amended design). Wood Farm, North Pickenham Road. Mrs. J. Taylor.	3PL/2007/1273/F Planning permission granted for the erection of a dwelling adjacent to 17 Tumbler Hill. Mr. & Mrs. Cunnington.
3PL/2007/1241/LB Refusal of Listed Building Consent for illuminated sign over existing shop window. 25 Market Place. B4 Industrial Products.	3PL/2007/0952/A Refusal of consent to display advertisements for aluminium fascia tray to replace existing signage with cut vinyl lettering & low voltage static lighting. 25 Market Place. B4 Industrial Products.
3PL/2007/1456/F Planning permission granted for proposed removal of existing conservatory & construction of new replacement conservatory & new roof to kitchen. 19 Northwell Pool Road. Mr. & Mrs. A. Mash.	3PL/2007/1397/F Planning permission granted for single storey rear extension. 89 Southlands. Mr. & Mrs. Burke.
3PL/2007/1380/F Planning permission granted for wooden cladding to part to front and side elevations. 9 Pit Lane. Mr. & Mrs. Bryce.	3PL/2007/1463/F Planning permission granted for conservatory to rear and side of property. 35 Brancaster Way. Mr. Roy Cornhill.
3PL/2007/0689/LB Listed building consent granted for the replacement of rotted timber windows to front/side & rear of first & second floors. 46 Market Place. Martin McColl Ltd.	3PL/2007/1300/F Planning permission granted and 3PL/2007/1301/LB Listed building consent granted for proposed development of 3 terraced dwellings and residential conversion of existing barn. Land to rear of Greyhound P.H. Enterprise Inns Plc.  (letter of explanation received)
3PL/2007/1379/F Planning permission granted for revision to PP ref. no 3PL/2006/1328 relocation of double garage. Purbeck House, Whitsands Road. Mr. & Mrs. Aynsley	3PL/2007/1577/F Planning permission granted for proposed alterations & extension. 42 Mill Farm Nurseries. Mr. & Mrs. B. Reynolds.

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

<b>a) 3PL/2007/1376/F</b> Mill House, Tumbler Hill. Conversion of existing garage to living accommodation. Mr. & Mrs. Gardener.	<b>b) 3PL/2007/1436/H</b> Land to the East of Brandon Road. Full application for 135 dwellings, access & associated works and outline for residential development and associated works. Gladedale Homes Ltd.  To receive report of Planning Committee meeting with the developers on 1 <sup>st</sup> November.
<b>c) 3PL/2007/1537/LB</b> 46 Market Place. Retention of non illuminated fascia signs (retrospective). Martin McColl Ltd.	<b>d) 3PL/2007/1543/F</b> Land South of Norwich Road. Amendments to Plot 3 to include utility room and dressing area above garage. Walnut Tree Developments Ltd.
<b>e) 3PL/2007/1621/LU</b> Occupation of dwelling without compliance with agricultural workers restriction (certificate of lawfulness). Greehoe Bungalow, Norwich Road. Donald Roger Atkins.	<b>f) 3PL/2007/1641/F</b> 66 Queen Street. Erection of two 2 bedroom bungalows and associated parking spaces (renewal). Peddars Way Housing Association.
<b>g) 3PL/2007/1644/O</b> Land adjacent 101 Southlands. Single Storey dwelling. Mr. & Mrs. Syer.	<b>h) 3PL/2007/1651/F</b> 47 Greenhoe Place. Extension to dwelling. Mr. M. Henery & Miss L. Palmer.
<b>i) 3PL/2007/1671/F</b> Spice of Swaffham, 2 Cley Road. Installation of window. Mr. M. Moid.	<b>j) 3PL/2007/1741/LB</b> Manor Farm, 27 Mangate Street. Erection of 2 storey dwelling. Mr. & Mrs. Paul Ison.

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.

Enforcement Action – Mr. D. Cannon and Mrs. M. Cannon – Land at Brocks Road re-landscaping	Enforcement Action – Norwich & Peterborough Building Society Land between Brocks Road and Turbine Way – re-landscaping
Enforcement Action:- Drainmasters (East Anglia) Ltd – 57 Turbine Way re-landscaping	Enforcement Action:- Land at 5 Sporle Road – unauthorised use of the land for the sale and/or storage of motor vehicles

## **8. FINANCE:**

8.1 \*\*To approve Accounts for Payments for November 2007.

8.2 \*\*To receive and consider compensation claim for Mr. C. Finch for Plot 34 at Days Field.

8.3 \*\*To receive and consider membership for the Town Clerk and Deputy Town Clerk of the Institute of Local Council Management and the Continuous Professional Development scheme.

8.4 \*\*To receive e-mailed correspondence from Swaffham Bowls Club regarding Section 106 negotiations, a contribution towards replacement dressing rooms and a proposed meeting.

8.5 To consider amendments/additions to tenders for refurbishment of Public Toilets relating to Temporary Toilets, Blue Lighting and Pay turnstile or receptacle.

8.6 \*To consider previous report on the Medium and Long –term future of the TIC building. To receive further updated report from the Town Clerk on the available options and finalise plans for 2008/09 and beyond. (N.B. If contractual discussions progress into a sensitive area, the Council may wish to consider debating the remainder of this item at 15.1 in the absence of the Public and Press).

8.7 \*\*To consider further request for a donation from the Norfolk and Norwich Association for the Blind.

8.8 \*\*To receive notification of taking on the contract for grass cutting for the Baptist Church Graveyard.

8.9 \*\*To receive request from Breckland Council to apply for retrospective advertisement consent for the War Memorial signage at a cost of £37.50

8.10\*\* To receive and consider request for a litter bin from Mrs. D. R. Waite in alleyway leading from Partridge Grove through to Watton Road.

8.11 \*\*To receive request from Breckland Christian Fellowship to provide a Christmas Tree and permission to stage a 'Carols around the tree' event on Friday 21<sup>st</sup> December 6 – 7pm.

8.12 To consider peppercorn rent to Icen Partnership and Swaffham Museum Ltd.

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

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

(a) \*\*To receive letter of thanks from Royal British Legion for contribution towards the Fakenham Band.

(b) \*\*To receive letters of thanks from and e-mailed correspondence with Parallel Film & Television Productions.

- (c) **\*\*To receive circular letter and 'Norfolk's Local Policing Summary' booklet.**
- (d) **\*\*To receive circular letter and two timetables for the Western Area Mobile Police Office.**
- (e) **\*\*To receive copy of circular letter and guidance notes on Light Pollution from CPRE.**
- (f) **\*\*To receive correspondence with Mrs. D. Dickens relating to access to Council meetings.**
- (g) **\*\*To receive letter of thanks from the Citizens Advice Bureau.**
- (h) **\*\*To receive notification letter of Insurance Survey from Ecclesiastical our insurers.**
- (i) **\*\*To receive copy of Norfolk Link (NCAPTC newsletter for September)**
- (j) **\*\*To receive notification of Breckland Area Meeting on 13<sup>th</sup> November at Scarning.**
- (k) **To receive any late correspondence for information only.**

- 9.2\*\* To receive and consider letter from allotment holder Mrs. L. Gayton regarding permissions for tool shed, green house, chicken shed and soft fruit enclosure.
- 9.3\*\* To receive and consider response from Royal British Legion regarding proposed addition to the War Memorial and notification of a meeting between all parties on 21<sup>st</sup> November to agree wording to be engraved on the monument.
- 9.4\*\* To receive and consider correspondence with Go-East and SCALGA regarding proposed disposal of surplus allotment land at Days Field and Shoulder of Mutton. To also receive a progress report from the Town Clerk including issues raised at a site meeting with SCALGA representatives on 7<sup>th</sup> November.
- 9.5\*\* To receive and consider letter regarding Swaffham Community Hospital from Christopher Fraser M.P. and receive notification of forthcoming meeting with the PCT.
- 9.6 \*\*To receive and consider letter from Swaffham Business & Retail Forum notifying the Council of their formation and requesting permission to use the Buttercross on 6<sup>th</sup> and 7<sup>th</sup> December 2008 for a Christmas Festival.
- 9.7 \*\*To receive and consider request regarding a tool shed and a green house on an allotment from Mr. P. Darby.

**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 Committee</b>	3 <sup>rd</sup> October 07	5 <sup>th</sup> Dec 07	N.B. The next Finance meeting is the Budget meeting.
<b>10.2 Open Spaces &amp; Amenities Committee</b>	7 <sup>th</sup> Nov 07	23 <sup>rd</sup> Jan 08	Recommendation to consider changes to Honorary Citizen criteria and annual Citizen of the Year Competition.  Cemetery query from Patricia Lacey regarding whether the family are allowed to plant bulbs or shrubs and if free standing memorial vases can be placed within the curb stone, also query regarding grave space purchasing.

10.3 Planning	1 <sup>st</sup> Oct 07		
10.4 Recreation Ground Committee	7 <sup>th</sup> Nov 07		Peoples Millions Grant – WE NEED YOUR VOTE on the 27 <sup>th</sup> Nov – ITV Anglia News 6pm
10.5 Town Group	15 <sup>th</sup> Oct 07		
10.6 Personnel Committee	19 Sept 07	24 <sup>th</sup> Oct 07	Personnel training Thursday 4 <sup>th</sup> October 9.30am – 12.30pm at Downham Market
10.7 Market Committee	30 <sup>th</sup> Oct 07	23 <sup>rd</sup> Jan 08	Promotion of the auction on 17 <sup>th</sup> Nov.  To receive copy of letter from Swaffham Business & Retail Forum regarding proposed auction.
10.8 Youth Council	29 <sup>th</sup> Oct	26 <sup>th</sup> Nov	

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

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

- (a) Iceni Partnership – notification of siting of paper recycling bank, proposed beach in Swaffham Market Place and details of Swaffham Information Surgery at the Community Centre.

## **12. BRECKLAND COUNCIL.**

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

- (a)\*\* To receive and record the Town Council's response to a request for street naming and numbering
- (b)\*\*To receive copy of 'Breckland Community News' Autumn issue.
- (c)\*\* To receive copy of proposals for site locations of small recycling bins in Swaffham Town Centre.
- (d)\*\*To receive response regarding a complaint about the Public Toilets.
- (e) To receive any late Breckland correspondence for information only.

12.2\*\*To receive and consider Street Naming & Numbering 'Church Spinney'.

12.3\*\* To consider an application by the White Hart, 2 London Street to use part of the Highway to place 2 tables for the purposes of providing refreshment facilities for customers of the White Hart.

12.4\*\* To receive and consider response by the Chief Executive Trevor Holden to the issues raised at the September meeting where he was in attendance.

12.5\*\* To receive notification of 'Breckland Council Open Evening' at the Assembly Rooms on Monday 3<sup>rd</sup> December from 5.30pm – 8.00pm.

12.6 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 with Mrs. J. L. Howard regarding pot holes in Bears Lane (this has been passed on to County Council).
- (b) \*\*To receive notification of road closure from 26<sup>th</sup> November for 4 weeks for the C122 – Beachamwell Rd.
- (c) \*\*To receive circular letter regarding the Sale of Age Restricted Products.
- (d) \*\*To receive copy of 'Norfolk Matters' the newsletter of the County Council September 2007.
- (e) \*\*To receive copy of the 'Environment Operations Newsletter' September 2007.
- (f) \*\*To receive notification of A1065 Swaffham to Brandon signing/access improvements commencing work on 12<sup>th</sup> November 2007.
- (g) To receive any late County Council correspondence for information only.

**13.2** \*\*To receive and consider 'Breckland Bus Stop Clearways' scheme and change of restriction at Brandon Road Hammond's High School – Mott MacDonald.

**13.3** \*\*To receive and consider correspondence relating to Hanging Baskets on Street Lighting columns, also a report from the Town Clerk following a meeting with Head of Highway Operations Mr. John Longhurst and a proposed meeting with Mr. Chris Sugars.

**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 26<sup>th</sup> November 2007 - **Youth Council** at 6.30pm (*Town Hall*).

**14.2** Wednesday 5<sup>th</sup> December 2007 – **Finance & G.P. Committee BUDGET** – 7.00pm (*Assembly Rooms*).

**14.3** Wednesday 12<sup>th</sup> December 2007 – **Full Council** at 6.45pm (*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.

- i) To receive and discuss tenders for refurbishment of Public Toilets.
- ii) To receive interim report on Staff Appraisals.

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

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