



Swaffham Town Council

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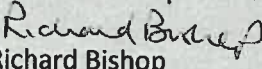
SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 13th March 2019** at **6.30 p.m.** at the Town Hall, Swaffham.

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

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 items on the agenda. Declarations include the nature of the interest, and whether it is a personal or disclosable pecuniary interest.


Richard Bishop
Town Clerk

Summons issued on 7th March 2019

AGENDA

For a meeting of the Full Council on Wednesday, 13th March 2019 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.

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 MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

4. To receive and consider REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each report and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate:-

4.1 To receive a **POLICE report** from a local PC on police matters for the past month.

4.2 To receive a **COUNTY COUNCILLOR report** from your County Councillor Ed Colman.

4.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs P. Darby, S. Matthews and I. Sherwood

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 11th February 2019 – Full Council Meeting.

6. To receive a report from the TOWN HALL by the Town Clerk

6.1 To receive a brief report from the Town Clerk including: -

a) ** Notes from the meeting with Highways on 5th March 2019 and copy of correspondence with the Highway Engineer in respect of the railings at the Traffic Lights.

b) To receive and consider matters emerging from the recent Practitioners Conference

- i) **Urgent review of Council procedure, protocol and arrangements following the death of a Senior National Figure – Operation London Bridge.
- ii) Moving towards a paperless office – software presentation set up for 11th July
- iii) GDPR update via next Personnel Committee in April

c) To receive a general report from the Practitioners Conference on training related issues.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for March 2019 (*recorded as Appendix 1*).

7.2 ** To receive and consider Pocket Parks Plus; Letter of expectation for successful community applicants, a grant of £24,500 for Oaklands Play Area by the Ministry of Housing, Communities & Local Government.

7.3 ** To receive and consider the following issues in relation to the recent Traveller Incursion at Orford Road Playing Field: -

- a) Temporarily securing the site at Orford Road to prevent a further incursion.
- b) Long-term, giving consideration to a smaller entrance at Orford Road and change grass cutting regime, either take back in-house or with contractor.
- c) Draft Traveller Incursion Policy and Procedure, including out of hours contact procedure and notification of other landowners.
- d) Emergency expenditure budget for Town Clerk/deputy Clerk in respect of dealing with Traveller Incursions only.
- e) The need to consider a budget set aside for this type of expense, should a traveller incursion occur.

7.4 ** To receive and consider details of tendering exercise for utility supplies at the Public Toilets, Chapel and Town Hall.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider Freedom of Information Request (in-progress) – Days Field, regarding a ransom strip of land within the site, requesting names of land holders or family trusts the Council are dealing with and an alleged conflict of interest/invested interest not been declared by a member of staff.

b) ** To receive and consider request by Cllr Rob Bartram to discuss the release of draft minutes soon after the meeting has finished to the general public.

c) ** To receive and consider Freedom of Information Request (concluded) – Days Field documents.

d) ** To receive and consider Freedom of Information request (concluded) Days Field documents and questions raised.

e) ** To receive and consider correspondence received via Swaffham Newsletter regarding dog walkers on the Haspall's Road Recreation Ground.

f) ** To receive and consider alternative name put forward for a new development off Lynn Road.

8.2 BRECKLAND COUNCIL

a) ** To receive and consider e-mailed correspondence with Rob Walker regarding Leisure Centre Feasibility Study, also copied to Max Associates Ltd.

b) ** To receive and consider e-mailed correspondence with Sue Daniels, Electoral Services Team Leader regarding specific advice on 'Purdah' for Neighbourhood Plan Steering Group members.

c) ** To receive and consider e-mailed exchange with Head of Development management in regard to a section 106 claim; also to receive verbal report from Town Clerk regarding subsequent telephone call.

8.3 NORFOLK COUNTY COUNCIL

- a) ** To receive and consider Network Improvement Strategy report prepared for the Environment, Development and Transport Committee.
- b) ** To receive and consider Swaffham, Otter Road/Buttercup Drive/Meadowsweet/willow Herb Drive – 20 mph zone traffic regulation order – section 38 agreement – response required by 29th March 2019.
- c) ** To receive and consider proposal to change the age range of Swaffham CofE VC Infant School to admit pupils from 2 up to the age of 11 years, from 1st September 2020, consultation to 27th March 2019.
- d) ** To receive and consider e-mailed correspondence with Cllr Ed Colman regarding request from Traffic and Access Group and subsequent related exchanges.
- e) ** To receive and consider WSP Report on ‘Through Traffic Assessment’ and findings within the Network Improvement Strategy presented to Environment, Development & Transport Committee.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as *Appendix 2*

10. To receive COMMITTEE & WORKING GROUP reports:

N.B. Reports include recommendations from or issues that the Council may refer to the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.

10.1 COMMITTEES

- a) To receive current COMMITTEE Reports (Planning, Market & Open Spaces, Allotment sub-committee)

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

- a) To receive current WORKING GROUP reports (Twinning Liaison, Swaffham Heritage Liaison, Neighbourhood Plan Steering Group, Christmas Lights Event Working Group, Transport & Access Focus Group, Swaffham/Watton Liaison)

** To receive and consider e-mailed correspondence, and subsequent amendments; also to receive an updated report from the Town Clerk in respect of the Neighbourhood Plan, signed off by the Steering Group on 4th March.

11. To receive REPORTS by REPRESENTATIVES of OUTSIDE BODIES

N.B. Reports include feedback or recommendations from Council representatives of the various organisations or issues that the Council may wish refer to or essential information that may be relevant to Town Council business.

Iceni Partnership, Iceni Partnership Buildings Management, Swaffham Heritage Ltd, Relief in Need Charity, Swaffham Town Estate, Garden Science Trust, Health Forum, Swaffham Community Transport, Norfolk Association of Local Councils, SCALGA, Swaffham in Bloom, Swaffham Swimming Pool, The Hamond Educational Charity and the Town Team

12. To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:

12.2	Open Spaces Committee	Mon	25 th Mar	6.30pm	Council Chamber
12.4	Planning Committee	Tues	26 th Mar	12.noon	Council Chamber
12.5	Full Council	Wed	10 th Apr	6.30pm	Council Chamber

13. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

13.1 To receive and consider any staff related issues from the Personnel Committee.

13.2 To receive and consider nominations for Deputy Mayor for 2019-20.

13.3 To receive and consider recharging of Grave Digging fee for a recent burial.

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

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