



Swaffham Town Council

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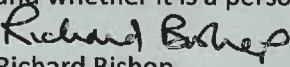
SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 14th November 2018** 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 8th November 2018

AGENDA

For a meeting of the Full Council on Wednesday, 14th November 2018 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 or PCSO 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, 10th October 2018 – 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 Highway Engineer David Jacklin on 7th November 2018.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for November 2018 (*recorded as Appendix 1*).

7.2 ** To receive and consider concluding Budget discussions for the following: -

- a) Town Events Fund 2019/20
- b) Christmas Lights for 2019/20

7.3 ** To receive and consider CCTV Repairs and Modifications from APG Systems.

7.4 ** To receive and consider recent contact with HAGS regarding release of retention sum and arrangements for site inspection to sign off any snagging.

7.5 ** To receive and consider Town Centre Wifi and Electrical revenue costs moving forward.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider signing off the following Neighbourhood Plan Documents:

- a (i) Draft Neighbourhood Plan Submission Version
- a (ii) Draft NP Sustainability Appraisal
- a (iii) Draft NP Basic Conditions Statement
- a (iv) Draft NP Consultation Statement
- a (v) Draft NP Scoping Report for the Sustainability Appraisal

b) ** To receive and consider representation made on behalf of Mrs. Beryl Tighe in respect of a headstone for her daughter.

c) ** To receive and consider consultation paper for Swaffham Church of England VC Infant School, to become a 1FE Primary School for pupils aged 2-11 years, with early years provision from 1st September 2020.

d) ** To receive and consider draft outline business plan – Green Britain Centre.

e) ** To receive and consider correspondence with L. David Ormerod regarding the UDC minute books and whether they should be stored at the Norfolk records Office.

8.2 BRECKLAND COUNCIL

a) ** To receive and consider Delegated Decision – Air Quality Action Plan signed off as complete.

b) ** To receive and consider Delegated Decision – Swaffham Neighbourhood Plan – HRA Screening Determination.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider Budget Consultation 2019/20 – feedback via www.norfolk.gov.uk/budget required by midnight on Sunday 23rd December 2018.

b) ** To receive and consider Interim Inspection on Stage 2 of Swans Nest Street Lighting.

c) ** To receive response from Abel Homes regarding lantern type for Swans Nest Phase 3 street lighting confirmed as downlighting design.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as **Appendix 2**; a copy of this correspondence is available online on the Council website – www.swaffhamtowncouncil.gov.uk

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)

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports (Twinning Liaison, Museum Liaison, Allotment Partners, Neighbourhood Plan Steering Group, Christmas Lights, Swaffham/Watton Focus Group, Traffic and Access Focus Group)

** To receive a report from the Traffic and Access Group with Breckland and County Council officers on 8th Nov.

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 to 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, Swimming Pool Association, The Hamond Educational Charity and Town Team

11.1** To receive and consider notification from Iceni Partnership that they will be withdrawing from Anglia in Bloom financially and through officer support.

11.2** To receive and consider notification of NALC AGM on 22nd November 18.00 – 20.00 at County Hall, Norwich.

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

12.1	Relief in Need Charity	Mon	19 th Nov	5.00pm	Council Chamber
12.2	Open Spaces Committee	Mon	26 th Nov	6.30pm	Council Chamber
12.3	Planning Committee	Tues	27 th Nov	12noon	Council Chamber
12.4	Xmas lights Switch On EVENT	Sun	2 nd Dec	12noon	Council Chamber
12.5	Xmas lights Working Group – wash up	Tues	4 th Dec	4.30pm	Council Chamber
12.6	“Do you want to be a Councillor?”	Wed	12 th Dec	5.00pm	Council Chamber
12.6	FULL COUNCIL	Wed	12 th Dec	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.

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

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