



Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922
www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Richard Bishop, Town Clerk

E-mail: townclerk@swaffhamtowncouncil.gov.uk

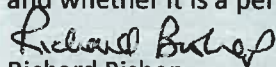
SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 12th September 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 6th September 2018

AGENDA

For a meeting of the Full Council on Wednesday, 12th September 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 any late 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, 8th August 2018 – Full Council Meeting.

5.2 ** Thursday 16th August 2018 – Extraordinary 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 4th September 2018.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

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

7.2 ** To receive and consider request for support for the coming year from Citizens Advice Mid Norfolk.

7.3 ** To receive and consider correspondence and receipt of contribution from Swaffham Trade Association towards the 2018 Christmas Lights.

7.4 To receive and consider ratification of expense agreed an extraordinary meeting for WW1 Beacon and discuss the detail of an event for 11th November.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider circular letter from CPRE requesting information/evidence in relation to ongoing housing and planning issues.

b) ** To receive and consider invitation to 'Open Day and Blessing of Chapel' at Co-op Funeral Services on Friday 28th September 2018 at 11.30am.

c) ** To receive and consider – representation to the Town Council from Don Hoey in respect of Days Field.

8.2 BRECKLAND COUNCIL

a) ** To receive and consider 'Funding available for local community groups' re-Breckland Lottery.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider e-mailed correspondence between the Transport and Access Group and Ninan Xu Infrastructure Development Project Officer re-Swaffham Network Improvement Strategy.

b) ** To receive and consider e-mailed correspondence between the Transport & Access Group and Cllr Ed Colman re-MRN status for the A1065.

(c) ** To receive and consider e-mailed correspondence with Highways and Firstport Retirement Property Services at Northwell Place.

(d) ** To receive and consider e-mailed update of issues from Highways meeting from Highway Engineer David Jacklin.

(e) ** To receive and consider Temporary Traffic Order affecting North Pickenham Road from its junction with Dulgate Lane for a distance of 75 metre eastwards because of a new duct installation by BT 3 days from 24th to 26th September 2018.

9. To note receipt of CORRESPONDENCE or INFORMATION (for

A list of all other correspondence is recorded as **Appendix 2**; a hard copy of this correspondence or information is contained in a YELLOW FILE at the Town Hall for Councillors to read.

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, Neighbourhood Plan Steering Group, Christmas Lights, Swaffham/Watton Liaison)

**i) Transport & Access Focus Group 24th August 2018.

**ii) Watton & Swaffham Focus Group 9th August 2018.

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
Relief in Need Charity
Health Forum
SCALGA
The Hamond Educational Charity*

*Swaffham Heritage
Swaffham Town Estate
Swaffham Community Transport
Swaffham in Bloom
Town Team*

*Iceni Partnership Buildings Management
Garden Science Trust
Norfolk Association of Local Councils
Swimming Pool Association*

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

12.1	Relief in Need Charity	Mon	17 th Sept	6.45pm	Council Chamber
12.2	Open Spaces Committee	Mon	25 th Sept	6.30pm	Council Chamber
12.3	NP Steering Committee	Tues	25 th Sept	10.00am	Council Chamber
12.4	Planning Committee	Tues	25 th Sept	1.30pm	Council Chamber
12.5	PUBLIC MEETING – Days Field	Mon	8 th Oct	6.30pm	Council Chamber
12.6	FULL COUNCIL	Wed	10 th Oct	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 issues arising out of Informal Budget Discussion.

13.3 To receive and consider proposals/ideas re- Leisure Centre/Green Britain Centre.

13.4 To receive and consider Market Towns Initiative ideas for future bids.

13.5 To receive and consider contractual issues arising from progress with Town Centre improvements and Buttercross refurbishment project.

13.6 To receive and consider progress report for Days Field and forthcoming Public Meeting on 8th Oct.

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

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

