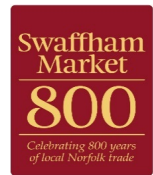




Swaffham Town Council

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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, 14th March 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 March 2018

AGENDA

For a meeting of the Full Council on Monday, 14th March 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, 14th February 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 6th March 2018.

- b) Report from the Town Clerk and Deputy Clerk from the Practitioners Conference 22nd/23rd Feb.
- c) Progress report on tendering process & HLF Grant for Town Centre/Buttercross Project.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

- 7.1 ** To receive and consider Accounts for payment for March 2018 (*recorded as Appendix 1*).
- 7.2 ** To receive and consider estimates and advice for preparing a specification for further digitalisation of the Church/Town Clock and report from site meeting with DAC Adviser Colin Walton on 7th March 2018.
- 7.3 ** To receive and consider estimates for CCTV system for the Recreation Ground (N.B. further details will follow at the meeting).
- 7.4 ** To receive and consider request from Cllr Shirley Matthews for a Dog Bin at the South end of Heathlands
- 7.5 ** To receive and consider e-mailed correspondence with Paul LeGrice Managing Director of Abel Homes in respect of Play Areas, and to ratify a decision taken to put three small play areas into one.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

- a) ** To receive and consider Parliamentary Briefing/Data Protection Bill – NALC.
- b) ** To receive and consider e-mail from Norfolk army Cadet Force regarding 'Armistice 100 – Sunday 11th November 2018.
- c) ** To receive and consider e-mailed correspondence with Mr. John O'Hanlon/SCALGA in respect of Open Space Committee decision to remove remains of five Walnut Trees.
- d) ** To receive and consider Freedom of Information request from Ms Kelly Alford in respect of the last two years minutes of the Allotment Forum.
- e) ** To receive and consider e-mailed correspondence in respect of damage to the access tracks to Tumbler Hill allotments.
- f) ** To receive and consider e-mailed correspondence with Mr. Colin Granger in respect of concerns of current site activity and possible future use on the former Hamond's School Field.
- g) ** To receive and consider e-mailed correspondence with Kev Feltoe in respect of an initiative to keep the Swaffham surrounding area litter free.
- h) ** To receive and consider request from Jonathan Reed of the Town Team to enhance a small area of Campingland into a Community Garden.

8.2 BRECKLAND COUNCIL

- a) ** To receive and consider on-going correspondence with Breckland Council in respect of Orford Road Playing Field.
- b) ** To receive and consider Notice of Local Plan Examination Hearing Sessions from 17th April to 8th June 2018 (selected dates).
- c) ** To receive and consider Wellbeing and Recruitment Roadshow coming to Swaffham on 26th March 10am – 1pm at the Assembly Rooms.
- d) ** To receive and consider report from meeting at Breckland Council between representatives of the Town Council, Local Members, Portfolio Holder and Breckland Officers.
- e) ** To receive and consider Breckland Council's plans to install electric vehicle car charging points in the districts larger towns and the need is to confirm which locations would be preferable in Swaffham.

f) ** To receive and consider discussion document on the Swaffham AQMA and to receive a report back from an AQMA Steering Group meeting held on Friday 9th March 2018.

8.3 NORFOLK COUNTY COUNCIL

- a) ** To receive and consider on-going correspondence with Highways and Mr. Keith Mitchell in regard to a potential Parish Partnership project and gaining permission to protect a grass bank/wall in Watton Road.
- b) ** To receive and consider 'A Vision for Norfolk' approved by Norfolk County Council on 12th February by a circular letter from Leader of the Council, Cliff Jordan.
- c) ** To receive and consider Highway response from the 'Customer Service Centre' in respect of a standard Highway matter for local resident Mr. Keith Mitchell.

9. To note receipt of CORRESPONDENCE or INFORMATION

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, Allotment Partners, Neighbourhood Plan Topic Groups, Christmas Lights, Swaffham/Watton Liaison)

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 Museum 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 the Town Team.

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 Mar	6.45pm	Council Chamber
12.2	Xmas lights Working Group	Tues	20 th Mar	4.30pm	Council Chamber
12.3	Open Spaces Committee	Wed	21 st Mar	6.30pm	Council Chamber
12.4	NP Steering Committee	Tues	27 th Mar	12noon	Council Chamber
12.5	Planning Committee	Tues	27 th Mar	1.30pm	Council Chamber
12.6	FULL COUNCIL	Wed	11 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 on-going contractual issues relating to Days Field

13.3** To receive and consider an update in respect of drawing down Millngate/Tesco Section 106 money.

13.4** To receive and consider confidential item from Breckland Council.

13.5** To receive and consider nominations for Deputy Mayor for 2018/19 from May 2018.

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

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