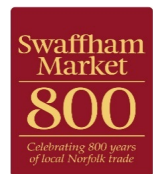




Swaffham Town Council

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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 February 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.

Claire Smith
Deputy Town Clerk

Summons issued on 8th February 2018

AGENDA

For a meeting of the Full Council on Monday, 14th February 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 January 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 February 2018.
- b) ** To elect two substitute members for committees.
 - Planning
 - Open Spaces
 - Market
 - Personnel

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

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

7.2 ** To receive and consider the estimated costs to digitalise the Town Clock.

7.3 ** To note email report on use of grant for Plowright Place 2017 and withdrawal of application 2018.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

- a) ** To receive and consider allowing Tesco to use the Buttercross for a sponsored static bike ride on 3rd August 2018.
- b) ** To receive and consider an invitation from Elizabeth Truss for two councillors to attend a meeting with the Secretary of State for Culture, Matt Hancock MP on Friday 23 February 2018 5-6pm at Weeting Village Hall, to discuss broadband and mobile phone connectivity.
- c) ** To receive and consider email correspondence regarding attendance of twinning visit to Couhe.
- d) ** To receive email thank you from Churches together noting the date for this year's carol service and consider changing the date of the December Full Council meeting.
- e) ** To receive NALC email including spring conference agenda and consider attendance.
- f) ** To receive and consider request to take part in a project to create a landmark.
- g) ** To receive and consider request to relocate town centre recycling bins.
- h) ** To receive and consider the response from the Secretary of State for Transport regarding a Swaffham relief road.
- i) ** To receive and consider the draft twinning charter.

8.2 BRECKLAND COUNCIL

- a) ** To receive and consider email regarding the expansion of the community litter pick scheme.
- b) ** To receive and consider email confirming the withdrawal of Breckland from the Town Hall offices.
- c) ** To receive and consider the hearing sessions programme for the Local Plan.
- d)** To receive and consider questioning skills training delivered by Breckland Training Services.

8.3 NORFOLK COUNTY COUNCIL

- a) ** To receive and consider Better Journeys on Better Road: 2017/17 Maintenance Programme East. Highways England – notification of full closure of the A47 from Swaffham to Dereham, from Thursday 8th February for 8 weeks.
- b) ** To receive and consider Temporary Traffic restriction order North Pickenham Rd on 19th February from 21:00 to 06:00 20th February.
- c) ** To receive and consider Temporary Traffic restriction order Ash Close on 19th February to 2nd March.

d)** To receive and consider a request to support the Norwich Western Link and feedback how this might affect Swaffham.

e) ** To receive and consider a request to place markers in the bank near 51 Watton Rd.

f)** To receive and consider the notes of the Swaffham Market Town Network Improvement Strategy External Stakeholders Engagement Workshop held on 24th January.

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

Public Toilets - To consider setting up a small working group to look at future provision of public toilets.

Twinning – to receive and consider the invitation to attend the 50th anniversary twinning weekend in Couhe.

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 Town Team

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

12.1	Market Committee	Mon	19 th Feb	6.30pm	Council Chamber
12.2	Partners Meeting	Mon	26 th Feb	2.00pm	Council Chamber
12.3	NP Steering Committee	Tues	27 th Feb	10.00am	Council Chamber
12.4	Planning Committee	Tues	27 th Feb	1.30pm	Council Chamber
12.5	FULL COUNCIL	Wed	14 th Mar	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 correspondence relating to Millngate s106.

13.3** To receive and consider a fee proposal from Aecom to provide an indicative project programme.

13.4** To receive and consider correspondence regarding legal advice from SLCC on the days field project.

13.5** To receive and consider correspondence regarding legal advice from NALC on the days field project.

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

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