

## **Swaffham Town Council**

Minutes of the **Extraordinary Town Council** meeting held on **Wednesday 16<sup>th</sup> July 2018** at **10.00a.m** in the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr C Houghton (in the Chair)

Councillors: Mr P Darby, Mrs A Thorp, Mrs J Skinner, Mrs S Matthews (from 10.20a.m), Mrs S Lister (until 10.20a.m), Mrs J Buckley-Stevens (from 10.45a.m)

Town Clerk: Mr R Bishop  
Office Administrator: Mrs H Duggan

NP Consultant: Mrs R Leggett

### **1 Apologies for Absence**

- 1.1. Cllr L Scott – work commitment
- 1.2. Cllr R Bartram - holiday

### **2 Declarations of Interest**

There were no declarations of interest.

### **3. Receive and consider Pre-Submission Draft of Swaffham Neighbourhood Plan.**

The NP Consultant emphasised the need that all councillors needed to read and fully understand the Neighbourhood Plan, in order to answer questions for the public as well as build a good understanding as once agreed the plan would shape the planning development of the town for the next 20 years.

Cllrs Skinner and Matthews thanked Rachel Leggett for the hard work in getting to this stage of the process, the draft plan was looking very impressive and easy to understand.

After discussion it was proposed to proceed with the draft Swaffham Neighbourhood Plan pre-submission version.

<b>It was unanimously agreed to proceed with the draft Swaffham Neighbourhood Plan pre-submission version.</b>
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### **4. Receive and consider Draft Sustainability Appraisal**

After discussion it was proposed to proceed with the draft Sustainability Appraisal pre-submission version.

<b>It was unanimously agreed to proceed with the draft Sustainability Appraisal pre-submission version.</b>
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The NP Consultant confirmed that once the consultation period was finished the comments would be reviewed and a revised draft plan would be presented at the Full Finance meeting on 29<sup>th</sup> October for sign off by the Council before going to Breckland District Council.

The meeting closed at 10.45a.m Mayor.....

Initials: \_\_\_\_\_