

## Town Clerk | Swaffham Town Council

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**From:** Town Clerk | Swaffham Town Council  
**Sent:** 05 April 2022 14:11  
**To:** 'Morrison, Sarah'  
**Subject:** RE: Meeting with Breckland Council re Leisure Project [REDACTED]

Hi Sarah,

I can confirm that Wednesday 20<sup>th</sup> April 2022 at 4pm is acceptable, thank you. We look forward to meeting with Sarah and Jason in the Council Chamber, here at the Town Hall, Swaffham.

Best regards,

Richard Bishop  
Town Clerk



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ  
DDI Tel 01760 726500 Office Answerphone Tel 01760 722922 [www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)



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**From:** Morrison, Sarah [REDACTED]  
**Sent:** 04 April 2022 10:15  
**To:** Town Clerk | Swaffham Town Council <[townclerk@swaffhamtowncouncil.gov.uk](mailto:townclerk@swaffhamtowncouncil.gov.uk)>  
**Subject:** Meeting with Breckland Council re Leisure Project

Dear Richard

In order to arrange the meeting at Swaffham Town Council offices with Cllr Sarah Suggitt and Jason Cole to discuss the leisure project, please can you take a look at the below dates and let me know if any are suitable for you.

Tuesday 19<sup>th</sup> April at 4pm  
Wednesday 20<sup>th</sup> April at 4pm  
Thursday 21<sup>st</sup> April at 4pm

If you can let me know your preference, I can get a meeting booked into the diaries. If these dates are not suitable for you, please let me know and I will look again.

Thank you

**Sarah Morrison** | Executive Support to Steve James & Jason Cole, Executive Directors | **Breckland Council**

Mobile: [REDACTED]

W: [www.breckland.gov.uk](http://www.breckland.gov.uk)



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## Town Clerk | Swaffham Town Council

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**From:** Suggitt, Sarah <[redacted]@breckland.gov.uk>  
**Sent:** 17 March 2022 12:32  
**To:** Town Clerk | Swaffham Town Council  
**Cc:** Rudland, Riana; Nicholas Booth; Burton, Ralph; Judy Anscombe; Sherwood, Ian  
**Subject:** RE: Proposed meeting re-Sport & Leisure in Swaffham

Morning Richard,

Riana, Nick and myself are just trying to get some dates together for you. Face to face would be preferable. I will be back shortly with some options.

Kind regards,  
Sarah Suggitt  
District Councillor  
All Saints & Wayland Ward  
Executive Member for Planning, Leisure & Contracts  
[redacted]

**From:** Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>  
**Sent:** 14 March 2022 14:11  
**To:** Suggitt, Sarah <[redacted]@breckland.gov.uk>  
**Cc:** Rudland, Riana <[redacted]@breckland.gov.uk>; Nicholas Booth <[redacted]@breckland.gov.uk>; Burton, Ralph <[redacted]@breckland.gov.uk>; Judy Anscombe <cjlranscombe.swaffhamtc@gmail.com>; Sherwood, Ian <Ian.Sherwood@breckland.gov.uk>  
**Subject:** Proposed meeting re-Sport & Leisure in Swaffham

Dear Sarah,

In the Breckland Councillor report to Swaffham Town Council, given each month by one of the local members, this month by Cllr Ian Sherwood, it was stated that you would attend a meeting of the Town Council to discuss progress on the proposed Sport & Leisure Centre. It would be useful if you could give me two or three alternative dates in the coming weeks, when you can be available, we would prefer the meeting to be face-to-face and would not envisage being more than an hour, depending of course of what information we have to discuss.

In talking this through with the Mayor Cllr Judy Anscombe, it was thought that this meeting would be more beneficial if it was not part of our ordinary business and we extended an invitation to both Riana Rudland and Nick Booth. We were thinking that perhaps a late afternoon, say 4pm start in Swaffham, would be convenient for all.

You may be aware, that the Mayor and I have been working with Ralph Burton and Nick Booth, in regards to the agreeing the Heads of Terms for the proposed transfer at nil cost of two acres of land to Breckland Council, prior to sending through a final draft to both solicitors. We have today made further changes which will go in front of the Town Council for approval next Tuesday 22<sup>nd</sup> March, hopefully this will be able to be signed off by both parties next week.

If you could just give me two or three dates, so that we could get Councillors to agree when they meet next week, it would be appreciated – many thanks.

Best regards,

Richard Bishop  
Town Clerk



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