

Swaffham Town Council

Minutes of an Extraordinary meeting of the Town Council held on **Wednesday 23rd November 2021** at **4.00pm** in the **Town Hall**.

Present: Mayor Cllr J Anscombe (in the Chair)

Councillors: Mrs L Beech, Mr S Bell, Mr P Darby, Mr G Edwards, Mr C Houghton, Mrs S Matthews, Mr K Oliver, Mr I Pilcher, Mr L Scott, Mrs J Skinner

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

1. Apologies and reason for absence

Cllr W Bensley – work commitments
Cllr N Bass – family commitments

2. Declarations of interest

There were no declarations of interest.

ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:
CONFIDENTIAL BUSINESS following the exclusion of the public and press

3. Draft Feasibility & Business Planning document for THE BARN, Swaffham

Consultants Ingham Pinnock, Ross Ingham and Kate Pinnock delivered a presentation including background brief and proposals for Cllrs to consider progressing matters.

The Consultants answered several questions from Cllrs before accepting thanks from the mayor and leaving the meeting to allow Cllrs to discuss things further. It was confirmed a copy of the slides would be circulated to Cllrs after the meeting.

4. Draft Heads of Terms for Days Field.

It was proposed by Cllr Pilcher, seconded by Cllr Anscombe to accept the draft Heads of Terms for Days Field.

It was agreed by a unanimous vote to accept the draft Heads of Terms for Days Field.

5. Asset Review Report

There was a brief debate which discussed need for confidentiality until the Council were ready to go public with proposals and actions, was countered by the need to let the public know what the Council were investigating; to allay fears and avoid unnecessary whispering and false assumptions. Addressing these concerns, the mayor summarised the Assets and required actions as follows:

Asset	Current position	Proposed Action
Assembly Rooms	Iceni Partnership	no action required
Community Centre	Iceni Partnership	no action required
Days Field	sold subject to planning permission	no action required at present
The Shambles	awaiting Town Delivery Plan output	no action required at present
Pool Land	offered to BDC	no action required at present
Toilet Block	Use as storage however it was acknowledged an additional 2 toilets were required for the town.	It was proposed to add this to the agenda for the December Full Council Finance meeting to discuss costings, based on the toilet project last year.
Museum & Town Hall	A meeting is plan with Museum Trustees to talk about issues highlighted at the November Council meeting	It was proposed to use the Full Council Finance meeting to also discuss the Asset Review proposals at the same time.

Initials: _____

It was unanimously agreed to accept the proposals for the Toilet Block and Museum & Town Hall as quoted above.

6. **Draft Feasibility & Business Planning Document**

Cllrs engaged in a detailed discussion regarding the summary presentation provided by the Consultants and the proposals recommended.

In summary the mayor proposed there were four key projects to progress, and the following proposals were put forward for consideration.

1. Pool – it was proposed by Cllr Anscombe that the Council engage the Swimming Pool Association and ascertain if they wanted to take on the asset and operate it as a community pool, subject to the Council undertaking the repairs and refurbishment to a good standard and charging a peppercorn rent.

Before voting an amendment to the proposal was put forward by Cllr Edwards, seconded by Cllr Darby that the Council engage the Swimming Pool Association and ascertain if they wanted to take on the asset and operate it as a community pool.

It was agreed, 10 votes for, 1 against that that the Council engage the Swimming Pool Association and ascertain if they wanted to take on the asset and operate it as a community pool.

2. 1-bedroom Flat – it was proposed by Cllr Anscombe, seconded by Cllr Pilcher that the Council organise the refurbishment and rental of the flat ASAP to generate income

It was unanimously agreed that the Council organise the refurbishment and rental of the flat ASAP to generate income.

3. Barn Refurbishment – it was proposed by Cllr Anscombe, seconded by Cllr Darby that the Council analyse all capital and refurbishment costs and report back to the Council with a costing proposal, based on what is immediately needed, and to include external funding options.

It was agreed, 10 votes for, 1 against that the Council analyse all capital and refurbishment costs and report back to the Council with a costing proposal, based on what is immediately needed, and to include external funding options.

4. Barn – it was proposed by Cllr Anscombe, seconded by Cllr Pilcher that the Steering Group produce a draft proposal for the Barn as a working venue, to include Governance Model with marketing, anchor tenants, hirers etc, to be delivered to the Council at the March 2022 Town Council meeting, or before if possible. If the Steering Group are unable to fulfil this action, then the Council will explore other options.

It was unanimously agreed that the Steering Group produce a draft proposal for the Barn as a working venue, to include Governance Model with marketing, anchor tenants, hirers etc, to be delivered to the Council at the March 2022 Town Council meeting, or before if possible. If the Steering Group are unable to fulfil this action, then the Council will explore other options.

It was highlighted a Critical Path Analysis (GANTT chart) was needed to support the wider project; to include the actions agreed earlier.

Cllr Pilcher suggested a core group of Cllrs, with expertise, be appointed to help progress the wider project with regular report and referrals to the wider Council as required.

It was agreed that a smaller group of councillors would be appointed as described.

Meeting Closed 6.10pm

Mayor.....

Initials: _____