

Swaffham Town Council

Minutes of the **Assets & Open Spaces Committee** meeting held on **Wednesday 30th March 2022** at **7.00pm** in the **Town Hall**.

Councillors: Mrs J Anscombe (Chair), Mr P Darby, Mr K Oliver, Mr G Edwards.

Non Cllr Representative
Family Action: Clare Peak

Town Clerk: Mr R Bishop (via Zoom)
Admin Assistant: Ms K Furnass

1. Apologies for absence

Cllr J Skinner – other commitments
Cllr L Scott – work commitments

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

The minutes of the Assets and Open Spaces Committee held on 31st January 2022 were agreed and signed by the mayor as an accurate record.

4. Outstanding actions agreed at previous meetings

4.1 Orford Road Embankment – update on adoption of small area by a resident.
This is referred to Breckland Council and being dealt with by Fiona Culshaw.

4.2 Tree projects update:
An update was not available at this time but will be circulated as soon as possible.

4.3 Public Toilets – CPO report, repair costs and timings
The CPO report was previously circulated to Full Council. It was proposed to attain an updated quote and allow the Town Clerk to approve and arrange start of work.

It was agreed to attain an updated quote and allow the Town Clerk to approve, and arrange start of work
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5. Assets and Open spaces related issues from Non-Member Councillors.

Family Action Report – Clair Peak: *See appendix 1.*

6. Allotments

Allotment Report.
Waiting List
Currently stands at 8, 6 of which only want Tumbler Hill.

Vacancies

1 half plot vacant on Shouldham Lane. This has been vacant long term, arrangements to clear all the rubble from the plot are ongoing but it is hoped to be completed within the next two weeks.

Feedback from allotment check carried out Tuesday 1st March 2022

3 letters had been sent out. Two were previously resolved. One was briefly discussed and a decision to give notice was agreed.

Initials: _____

7. **Orford Road Play area – update on the project and timeline**

Eibe Play Ltd had been in contact earlier today and the Town Clerk will chase them tomorrow with a follow up call to agree a date.

8. **Update on new benches and memorial plaques**

Breckland Council have appointed the contractor for the new 18 seats for the Town Centre. There is a 12-14 week lead in from the manufacturer with the installation taking approximately 4-weeks. There will be a further seating project to relocate or re-use parts of the old seats elsewhere in the Town.

9. **Cemetery of the Year Awards and consideration of entering the competition to coincide with the centenary of the Cemetery which is in November 22**

This is a free to enter competition from 31st March to 31st July – the gold award winners in each category will win £1,000 and a framed gold certificate. The runners-up in each category will receive a silver framed certificate.

It was agreed to enter the Cemetery of the Year Awards competition.

A suggestion to allow a biodiversity garden in an area of the cemetery was made. This may have been previously suggested and refused so past minutes will need to be checked.

10. **Management of a split tree near the play area at Swans Nest: including a quote to remove the tree**

Breckland enforcement, and their Tree Officer have been contacted in regard to this tree. In examining our adjacent land, the tree appears to sit outside of our jurisdiction, but the overhanging branch is very close to the play area at Swans Nest that we own and the grassed area surrounding. The tree is believed to be on land owned by the developer Avant Homes. The protruding limb could be removed on health and safety grounds.

It was agreed to get a quote to trim or remove the branch.

11. **Swans Nest Street Lighting to approve the design for phase 5**

The revised design of lighting has been circulated for approval.

The revised design of lighting was agreed.

12. **Town Estate Funds for Town improvements**

Town Estate Funds are set aside for Town improvements and have in the past been used for projects such as re-painting and structural repairs to the Town Clock and reinstatement of the Church Gates. The Committee are asked for suggestions to be included in an application for funding?

It was agreed to apply for funding for street furniture.

13. **Late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda**

a) Circulated information from Bishop Stortford – re-volunteers litter pick group. To note only this information had been circulated earlier.

b) Tree in Churchyard as raised by Cllr Graham Edwards
The information had previously been circulated. The tree report showing as no work necessary. The Works manager had carried out a visual inspection.

It was agreed for the Town Clerk to circulate the tree report.

c) **Scarecrow Competition**

Cllr Kurt Oliver gave a brief proposal for a Scarecrow trail. Local businesses would be asked to participate and sponsor a book with a map to advertise the trail.

It was agreed for Cllr Oliver to arrange the Scarecrow trail and a request for £100 grant to be included in the Full Council Agenda 13th April 2022.

14. **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**

CONFIDENTIAL BUSINESS following the exclusion of the public and press

15. **To consider updates for:**

15.1 Shambles - to note the transfer had gone through. When the papers have arrived Ward Gethin will move forward with the Land Registry – first registration.

15.2 The Pound – update
The Town Council are awaiting the transfer documents from Ward Gethin.

15.3 Church Wall finalised agreements – update
To be prioritised as soon as current workloads allow.

15.4 Buttercross – land registry update
To be prioritised as soon as current workloads allow.

16. **Date for next meeting and items for a future agenda:**

Monday 30th May 2022 in the Town Council Chamber

Meeting Closed 7.45pm

Chairman.....

**Family Action ESCAPE Community Allotment and Orchard
Report to the Town Council Open Spaces Committee 30 March 2022**

- Funding received for a year from Norfolk and Waveney CCG (to cover our Discovery Garden in King's Lynn too). For our usual client groups, including volunteers from the community, but also to encourage adults with NDD (eg Autism and ADHD) to attend. This gives us more time to finalise our application to the Heritage Lottery.
- Our other funding comes from the College for West Anglia. Our next course starts on 6 April and we have 16 students signed up and a waiting list.
- The Swaffham Rotary Club have always been great supporters of ESCAPE and last week donated £500 to the project for us to develop a Cutting Garden. The idea came from something that happened during Covid and what the participants hope to do is to leave small bunches of flowers around the town as gifts for people to pick up and take home.
- Finally, we have been going through a restructure of the staffing for the project. One Co-ordinator for 30hrs a week, one Teacher/Support Worker for 22.5hrs a week and we will be advertising for another Project Worker for 15 hrs a week.
- We are now encouraging people to come back to the project as covid restrictions reduce and contacting agencies to promote the project and encourage referrals.

This is just a brief overview of the last few months. The project is feeling more settled now, but we do need to secure some additional funding before 31 March 2023.

Clare Peak

Family Action Norfolk and Suffolk Service Manager.