

## Town Clerk | Swaffham Town Council

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**From:** Deputy Clerk | Swaffham Town Council  
**Sent:** 29 April 2021 13:41  
**To:** Cllr Jill Skinner ; Cllr J Anscombe  
**Cc:** Town Clerk | Swaffham Town Council; wattonswaffhamevents@gmail.com  
**Subject:** Orford Rd  
**Attachments:** Phase 1 consultation.docx

Hi All

To give you an update on Orford Rd as we do not have a meeting for a while.

Sue has been putting together a public consultation event, this will be needed for successful grant funding bids. There will be multiple strands

- Gazebo on Orford rd from 10am to 2pm in half term 1<sup>st</sup> June. Advertise that we are there in the newsletter, social media and possibly a leaflet drop. We will hopefully have laptops with us and be able to show some film of the proposed scheme, anyone we speak to will be encouraged to complete the questionnaire. We will make sure that it is socially distanced. (I will risk assess before the event) Sue, Claire to attend – Cllrs are welcome to come along too
- Online – the films and information provided by the contractors will be available to view on our website. The questionnaire will also be available to complete electronically (possibly survey monkey or similar)
- Sue has kept in touch with the local residents group who will be specifically invited to complete the questionnaire
- Sue is in contact with the senior school who have offered to help with consultation
- Possible – a gazebo on the market place with the information and questionnaire available. Signposting to the questionnaire online.

We will have some display boards of the schemes that have been sent in by four suppliers, it is estimated that we may need to spend £80 on promotional materials, boards printed up etc.

Please find attached a draft questionnaire that we intend to use.

Regards

Regards

Claire Smith  
**Deputy Town Clerk**



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