

Swaffham Town Council.

Minutes of the **Open Spaces Committee Meeting** held on **Monday 29th January 2018** at **6.30pm** in the Council Chamber, Town Hall, Swaffham.

Committee Members: Cllr J Skinner (in the chair)
Cllr's W Bensley, B Bowler, A Thorp

Councillors: Mr P Darby

Deputy Town Clerk: Mrs C Smith
Admin Assistant: Ms K Furnass

1. Apologies for Absence.

Cllr S Ister – Family commitments
Cllr C Houghton – Holiday
Mr G Edwards – Holiday
Mrs S Palmer – Work commitments

The Deputy Clerk reported that she had received a letter from Mrs J Atkins with her apologies and informing her that she was resigning from the Open Spaces Committee. Mrs Atkins had been co-opted onto the Committee to help raise money for the MUGA & Skatepark. This work was now complete, and she was now looking into other projects.

2. Declarations of interest.

There were no declarations of interest.

3. Minutes of last meeting

The minutes of 15th November 2017 were agreed by the Committee and signed as a true record by the Chairman.

4. Reports and/ or issues relating to the following –

a) Recreation Ground:

Maintenance Report from the Deputy Clerk -

1. The tree survey had identified that one tree must be felled for safety, other maintenance work has also been highlighted.

The under eights play area surfacing work had been commissioned and should be done imminently.

We are still waiting for the outdoor gym parts to arrive from abroad. This has been chased up on several occasions. Cllr Thorp will pass on apologies in the morning to one of the clubs using the equipment.

CCTV – tenders have been sent out with returns by February. Councillor's asked that the quotes be circulated as soon as possible. Councillor's also asked for quotes on dummy cameras.

It was agreed for the Deputy Clerk to source quotes for dummy CCTV cameras.

A suggestion was put forward to use railings around the established play equipment to keep dogs from entering the area's. It was thought this may be a cheaper option.

b) Allotments:

1. Report by SCALGA – There was no report from SCALGA.

2. Management report on the Allotments –

Allotment Clean-up Campaign:

8 Letters sent out

After the follow up check 5 thank you letters were sent. (A promising start)

Initials: _____

Vacancies:

Tumbler Hill – No Vacancies

Shouldham Lane – 5 x half plots (no change from last meeting)

1 x full plot (no change from last meeting)

1 plot has been taken back with no refund given. Will need clearing before re-letting. Rubbish to burn, no skip needed.

Fouracres - 1 x full plot (no change from last meeting)

Magazine Field - 1 x half plot (no change from last meeting)

1 x full plot (2 let since last meeting)

Trees – a report from the Tree surgeon has identified some issues with the tree trimming along the path at Fouracres. Mr Edwards has requested that this issue not be decided until he has returned from holiday. A letter has been received regarding the walnut trees from a neighbouring plot holder. He has asked that the trees be removed as they were affecting his allotment. The Tree surgeon also recommended to remove these trees altogether as these are not suitable for the site.

Councillors discussed these issues and agreed the actions in the report but would hold on implementing them until Mr Edwards had been informed.

The actions in the report from the Tree surgeon were agreed. It was agreed not to implement these actions until Mr Edwards had been informed

It was noted that the letter of complaint about the Walnut trees was received from a family member of staff.

It was reported that another plot holder had planted a Monkey Puzzle tree on his allotment, he was asked to remove the tree as it was unsuitable for the allotments, this has duly been done.

c) Orford road Playing Field

A good quote has been received for grass cutting on the playing field. It was reported that the area was looking very tired, especially the children's play area.

It was also asked for goal posts to be installed. The Deputy Clerk recommended to use BDC funds that had become available.

a) The Oaklands

Nothing to report

b) Merryweather Road

Nothing to report.

c) Cemetery & Churchyard

Maintenance issues:

Trees - A number of trees were identified as requiring work at the cemetery. When identified the property owners will be approached to agree a plan of action.

Memorials - The usual tidy up after the Christmas period will commence and any wreaths etc still left will be removed by 14th February. There has been a recent tendency for mourners to leave unsuitable items on or around graves making it difficult for the staff to maintain. They are worried about damaging items with strimmer's. The Deputy Clerk would like to make the Councillors aware that the items will be removed where necessary, they will be kept should any relatives wish to collect them.

Sinking Plots – There are a large number of plots that have sunk recently. A meeting is being arranged between Town Council staff, the grave digger and Stonemason's to discuss the way forward.

The Chairman suggested the Councillors visit the cemetery to look at the graves.

d) Campingland

Initials: _____

A letter has been received from Icen with a request to plant some apple trees on the Campingland near the bench. These would be maintained by the Escape Project. After discussions it was decided to defer any decision until the Deputy Clerk has more information.

It was agreed to defer the decision to until the Deputy Clerk has more information.

- e) The Antingham's
Nothing to report.
- f) Days Field
Nothing to report.
- g) Land adjacent to Green Britain Centre
Nothing to report.
- h) The Shambles
We have had the roof tiles that had been dumped in the Shambles tested and they are not asbestos which means we can now dispose of them. In order to do this, we have to obtain a trade Licence, this is being looked into.
- i) Town Centre
800yr Plaque – A stone has been commissioned as part of the 800yr celebrations. It is thought to place it near the war memorial, the Committee are asked to agree the wording. Suggested wording has been “Celebrating 800 years of Swaffham Market”. The Buttercross was put forward as another possible site for the plaque. This could be done at the same time as the refurbishment. The Deputy Clerk was asked to speak with Jeremy Stacey to see if this was possible and place the plaque during the refurbishment.

It was agreed for the Deputy Clerk to speak with Jeremy Stacey to see if it was possible to place the plaque during the refurbishment.

No decision was made on the wording of the plaque at this time.

Town Tidy Up – This is scheduled for Thursday 29th March in conjunction with BDC and SERCO. If there are any areas of concern, please inform the office. One suggestion is for the approach roads into Swaffham as the outside staff are not allowed to work outside the 30mph zone. It was suggested to ask BDC if it could be arranged to have their new sweeper in Swaffham for the day. It would be good publicity for them as well as helping the town.

- j) Footpaths
The application to add the old railway line to the definitive map has been sent to NCC. It was reported that the footpath on the old railway line behind Highfield Avenue is a bad area for fly tipping, it was asked who was responsible for cleaning this area and could this be included in the Town Tidy Up?
- k) It was asked if the Open Spaces meetings could be changed back to a Monday evening.

It was agreed for the open Spaces to change back to a Monday evening.

5. Next Meeting

The next meeting will be Monday 26th March 2018.

Meeting Closed at 7.45pm.

Chairman.....

Initials: ____