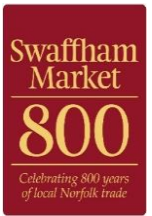




Swaffham Town Council

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PLEASE REPLY TO: Claire Smith, Deputy Town Clerk **E-mail:** deputyclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council Estates, Heritage/Town Hall & Site Maintenance Committee

You are hereby summoned to a meeting of the **Estates, Heritage/Town Hall & Site Maintenance Committee** on **Wednesday 21st April** at **5.00p.m.** by zoom link below

<https://us02web.zoom.us/j/89949005734?pwd=d0pWVll1eVZEUXZteTM5c0dEajFUZz09>

Meeting ID: 899 4900 5734
Passcode: 316029

N.B In the case of non-members this agenda is for information only.

Claire Smith
Deputy Town Clerk

Committee members are as follows: -

Councillors: - J Skinner, J Anscombe, P Darby, G Edwards, L Scott

Non-Voting Advisory Representatives – Swaffham Heritage, Icen Partnership

Summons issued on 14th April 2021

AGENDA

- 1 **5.00pm (1 min)**
To receive apologies for absence
- 2 **5.01pm (1 min)**
To receive declarations of interest for items on the agenda
- 5.02pm (15 mins)**
To adjourn the meeting to allow any members of the public to address the Estates Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)
- 3 **5.17pm (2 mins)**
To receive and agree the Minutes: 20th January 2020
- 4 **5.19pm (4 mins)**
To report on outstanding actions agreed at previous meetings (not included elsewhere on the agenda)
 - 4.1 Report on the HAZ project and appointment of project officer
 - 4.2 Report on progress of the Howard Carter Statue working group
- 5 **5.23pm (2mins)**
To receive and consider any Estates related issues from Non-Member Councillors (at the Chairman's discretion, prior notification must be received).
- 6 **5.25pm (5 mins)**
To receive update on Assembly Rooms maintenance

5.30pm (20 mins)

- 7 To receive and consider issues relating to Swaffham Heritage and the Town Hall**
- 7.1 To consider repairs to outside of the building
 - 7.2 Report from the working party for the Carter 22 Celebration
 - 7.3 Town Hall/Museum staff/volunteers Evacuation exercise.
 - 7.4 To note risk assessment information for the Museum, shop and TIC had been received

5.50pm (5 mins)

- 9 To receive and consider timetable for Section 106 play areas/open spaces/street lighting policy.**

5.55pm (10 mins)

- 10 To consider Magazine store and Pill boxes**
- 10.1 To consider repairs to the magazine store on the allotments
 - 10.2 To consider a complaint regarding the state of the Pill Box on Bears Lane

6.05pm (2mins)

- 11 Church path to ashes section update on timeline for project completion**

6.07pm (15mins)

- 12 Litter and site maintenance**
- 12.1 **To note and consider a report on the quality and quantity of bins around Swaffham and in open spaces
 - 12.2 **To receive and consider concerns from a resident regarding the Cleaning and Maintenance of Recreation Ground
 - 12.3 ** To receive and consider correspondence with Highways England regarding A47 closure and possibility of a litter pick

6.23pm (2mins)

- 13 To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (*prior notice must be given*).**

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

6.25pm (5 mins)

- 15. To receive and consider timetable for legal work on Church Wall, Shambles and Town Pound.**

6.30pm (5 mins)

- 16. To agree a date for next meeting and items for a future agenda: 21st July 2021 in the Town Council Chamber**

6.35pm Close

NB Approximate time guide for the meeting