

Swaffham Town Council

Minutes of the Assets & Open Spaces Committee meeting held on Monday 30 January 2023 in the Town Hall

Councillors: Mrs Anscombe (Chair), Mr Bell, Mr Darby, Mr Edwards, and
Mrs Skinner
Deputy Clerk: Mrs H Carrier
Office Administrator: Mrs N Forrest

1. Apologies received for absence

Cllr Scott

Clare Peak, Escape Project

Absent

Cllr Bensley

2. Declarations of interest

Cllr Anscombe declared a non-pecuniary interest in Item 7.2.

3. Public Open Forum

No members of the public present

4. Minutes

An error was corrected in the minutes from the previous meeting, held on 28 November 2022. The minutes were signed by the Chairman as an accurate record.

5. Outstanding actions agreed at previous meetings

Hopper

Cllr Bell and Graham West (Works Manager) will gather quotations for a hopper to be used for the Cemetery.

Assets Valuation

The Deputy Clerk will speak to the Town Clerk and gather information for the Assets Valuation

6. Assets & Open Spaces issues from Non-Member Councillors

None received.

7. Allotments

7.1. Management report of the allotments by the Deputy Town Clerk

An update was provided by the Deputy Clerk. Annual allotment rents are complete with all payments received. All allotments are now allocated with five people on the waiting list.

7.2. Report from SCALGA representative

The SCALGA representative was present and has observed some allotments that are only using half of their plot, it may be ideal to offer to split plots. There is a future possibility of handing back some starter plots.

7.3. Report from Escape Project representative

The Escape representative was not present. No report received.

8. Town Centre update

8.1. Tree Plaques

The two tree plaques are in place at the War Memorial Garden.

8.2. Telephone Box Book Exchange

The telephone box at the War Memorial has now been completed and opened with the new bookshelves installed.

8.3. War Memorial Silhouette

The Silhouette has been ordered and will be installed in the new planted area with a view from the War Memorial.

8.4. Litter Bin Replacement

The bins are currently being replaced, due to the concreated slabs the time quoted was not long enough, so Westcotec have taken longer than anticipated. Cllr Darby said to send receipts to the Town Estates for the consideration of payment.

Cllr Darby requested for a bin to be placed at Sporle Road and Station Street to help with the litter.

The old bins will be placed in additional locations outside of the Town Centre and will be kindly emptied by the volunteer litter picking group.

8.5. Northwell Pool

Anglian Water confirmed that Northwell Pool is an Operational Area and will be maintained as such. New signs will show Anglian Water and Swaffham Town Council working in partnership. Request for Norfolk County Council to remove and replace the broken benches and the duck houses are to be removed by Swaffham Town Council. Graham West to get quotes for repainting the fence. The main priority is pest control.

The Council will request Anglian Water to reimburse the costs of maintenance since 2008 which totals £1759.50.

8.6. Assembly Rooms

Cllr Anscombe gave a verbal report on the Assembly Rooms collapsed ceiling and the HAZ project.

9. Refurbishment and Demolition Asbestos Survey

Two quotes were received and considered.

It was unanimously agreed to proceed with the quote from Anglian at £1125 + VAT.

10. Orford Road Planters

Graham West had provided prices from Travis Perkins.

It was unanimously agreed to proceed with the quote for three 1m x 1m planters at £236.21 +VAT each.

11. Town Centre Upgrade from Public Realm

It was unanimously agreed to accept the locations of the upgraded planters for the Town Centre from Public Realm, Breckland Council.

12. Church Wall

No update received from the Town Clerk.

13. Grit Bins

It was unanimously agreed to defer the request for new grit bins until a map of the proposed areas and cost can be gathered.

14. Play Group Inspection App

Nicola Forrest (Office Administrator) gave an update that the Play Group Inspection App is in full working order and inspections are being carried out weekly.

15. Cemetery

15.1. Cemetery Road

It was unanimously agreed to defer for six months' time after the road has been monitored.

15.2. Topple Testing Report

It was unanimously agreed not to use mechanical testing and to update the Memorial Policy

16. Date of the next meeting and future agenda items

The date of the next meeting is confirmed for Monday 27 March 2023

Agenda items

- Asset Valuation
- Northwell Pool
- Memorial Policy

Meeting closed 7.45pm

Chairman.....