

Swaffham Town Council

Minutes of the Assets & Open Spaces Committee meeting held on

Monday 27 March 2023 in the Town Hall

Councillors: Mrs Anscombe (Chair), Mr Bell, Mr Darby, Mr Edwards, and
Mrs Skinner

Deputy Clerk: Helen Carrier

Office Administrator: Nicola Forrest

1. Apologies received for absence

Clare Peak, Escape Project

Absent

Cllr Scott

2. Declarations of interest

Cllr Anscombe declared a non-pecuniary interest in Item 8.5.

3. Public Open Forum

No members of the public were present.

4. Minutes

The minutes of the Assets & Open Spaces meeting held on 30 January 2023 were agreed and signed by the Chairman as an accurate record.

5. Outstanding actions agreed at previous meetings

Topple Testing

The Memorial policy is being updated.

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

The Deputy Clerk provided an update. All allotments are now allocated with five people on the waiting list, allotment inspections will resume on 1 April 2023.

7.2 Report from SCALGA representative

The SCALGA representative was present. No report received.

7.3 Report from Escape Project representative

The Escape representative was not present. A report was received prior to the meeting, see Appendix 1.

Initials: _____

8. **Town Centre update**

8.1 Public Realm, Breckland soft landscaping and upgrades

Works have commenced to place olive trees, a bike rack, and new bus stops in the Town centre.

It was unanimously agreed to accept the maintenance grant from Public Realm, Breckland Council, of £3,300 to maintain the olive trees in the town centre.

8.2 War Memorial

The War Memorial area is being prepared for the unveiling of the new silhouette, date to be confirmed.

8.3 Buttercross and update on works to setts

The work is completed, and setts previously removed have been refitted.

8.4 Bus stop at Waitrose

Parish Partnership bid was successful to replace the bus stop outside Waitrose. Waitrose has been approached to sponsor the bus stop. Norfolk County Council will fund £2,640 and the bus stops will be maintained by Swaffham Town Council. Two options were presented to Councillors for consideration.

It was unanimously agreed to proceed with the quote for option two for £5,624, with perch seat.

8.5 Assembly Rooms

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

9. **Northwell Pool**

9.1 Management Agreement

The Management Agreement has been sent to Anglian Water Solicitors.

It was unanimously agreed for the Town Clerk to sign the agreement when returned from Anglian Water.

9.2 Rodent control

A quote was received for managing pests at Northwell Pool

It was unanimously agreed to proceed with the quote once confirmation of the costs is acquired.

9.3 To receive update from Nicola Forrest, Office Administrator

Quotes are being gathered for painting the railings, the quote for pest control has been sent to Anglian Water and they are happy to proceed, they will arrange the costs to be sent over. Graham will be removing the duck houses and Nicola will speak to Jack Griffiths from Highways to remove the old benches and bin. The new contract has been sent to Anglian Water; they will not pay any previous costs incurred by Swaffham Town Council. Anglian Water has produced new signs for the railings.

10. Multi-media screen 6 - 7 May

On Saturday the TV screen will be at the Buttercross facing the Assembly Rooms, removed for the evening, on Sunday it will be placed by the Assembly Rooms facing the Buttercross.

It was unanimously agreed to pay the cost of the additional day rental up to £2,100

11 Tree Health & Safety survey

The survey highlighted six trees that have defects.

Cllr Edwards highlighted two additional trees he believes are defective, he will communicate with the Deputy Clerk to resolve the issues.

It was unanimously agreed to proceed with the repairs for the defected trees.

12 Refurbishment and Demolition Asbestos Survey

A full Asbestos Survey has been received and noted by Council.

13 Ceiling and skylight in the Museum

Two quotes have been received for the Council to consider.

It was unanimously agreed to proceed with the quote of £2,700.

14 Plaque on Campingland

A resident requested a plaque for a previously purchased bench on Campingland.

It was unanimously agreed to allow a plaque on the bench.

15 Valuation of assets

It was agreed the Town Clerk and Deputy Town Clerk seek training on valuation of Town Assets for insurance.

16 Report of open spaces and update on Orford Road planters

A report from Graham West (Works Manager) shows the security of open spaces.

It was agreed to ask Graham West for security options for Merryweather Road play park.

17 To receive and consider issues at Public Open Spaces & Play Areas**17.1 Consider Options for replacing the vandalised Tutankhamun Carving**

It was unanimously agreed to not replace the carving.

17.2 Playground inspection report

The playground inspection app is up and running, a fixture was removed from Haspalls Road play park and will not be replaced until the area is renovated later in the year.

18 Cemetery**18.1 Soil Box**

Two quotes were received and considered.

It was unanimously agreed to proceed with the quote for £1,560 with the size being confirmed.

19 Town Clerk Update19.1 Church Wall

Updates to the Church Wall contract have been put forward by residents opposite the church yard.

It was unanimously agreed to change the wording in the contract.

19.2 Shambles

No updates received from the Town Clerk.

20 Date of the next meeting and future agenda items

The date of the next meeting is confirmed for Wednesday 24 May 2023 at 1pm.

Agenda items

- Memorial Policy
- Swans Next – CGM grass cutting contract

Meeting closed 7.30pm

Chairman _____

Initials: _____

APPENDIX 1

Update on the Family Action ESCAPE Allotment Project March 2023

There have been lots of changes at ESCAPE over the past year and it has presented many challenges.

As you know, both Karen and Katy have now left to set up their own businesses but both stay in touch and are very much supporters of the project and help out where they can.

Dani started last June as a new Project Worker but left in November. Catherine started as the new Co-ordinator in November but resigned in February as the commute from Norwich was too much. Suzanne Walker had worked with us for about 18 months at the Teacher (teaching the C&G Level 2 Award and Certificate in Horticulture Skills) but some despite soldiering on through some personal family difficulties she decided to resign in February too. Suzanne is also still a keen volunteer as she can then get involved when her circumstances will allow.

But, the good news is that we now have two settled members of staff. Gary Early is our Project Worker at the garden in King's Lynn and Tess Cureton was the Project Worker at ESCAPE but has recently been appointed at the new teacher. Both Tess and Gary are a committed to the project and put their hearts and souls into it. Tess has done a fantastic job of tidying up the allotment – please go up and have a look if you get a chance.

I think I may have mentioned that the highlight of last year was our entry into the RHS Tatton Park Flower Show. The garden was designed and grown by participants and we spent the two hottest days of the year building the garden. But it was worth it as we came away with a Silver Gilt.

However, funding is not looking so good at the moment. Our recent application to the NHS Integrated Care Board (formerly the N&W CCG) for funding for another year was not successful which was devastating. What it means is that ESCAPE will be able to remain open to a much more limited extent as we only have the funding from the college for Teaching the C&G Level 2. Another course starts at the beginning of April. It means only 3 days open with a member of staff (and one of those days is for teaching) and we are planning to develop Thursdays as a Volunteer Day with no member of staff there. This does mean that we will not be able to take referrals from more vulnerable service users on two of the days. We currently only have enough money to keep the Discovery Garden in King's Lynn open until the end of July and it will then close unless we can find more money.

We are working on another application to the National Lottery but also have others who appreciate the value of the project working to try and secure more funding. It is frustrating as the project meets lots of NHS objectives – Social Prescribing, being active, eating healthily, reducing demand on statutory mental health services – and in the great scheme of things we don't need much money to offer a service for 4 days a week in Swaffham and 3 days in King's Lynn.

On a more positive note we have been invited by the Sandringham Estate to build a garden for their new 'Sandringham in Bloom' event taking place 3-11 June 2023. This is ambitious but I felt everyone needed something to work towards and feel positive about while we continue to look for more funding. We will let you know in our next report how plans are going!

Clare Peak

22 March 2023

Initials: _____