

Swaffham Town Council Market & Tourism Committee

Minutes of the Market and Tourism Committee Meeting held on Monday 19 January 2026 at 6.30pm in the Council Chamber

Councillors:	L Beech, W Bensley, P Darby, G Eves, J Mander, J Skinner
Non-Councillors:	A Buckenham, F Eagle, (arrived 7.08pm), H Eagle, L Martin, D Smith (Chairman)
Town Clerk:	L Jarrett
Market Superintendent:	I Cross
Members of public:	Two

M63/25 Apologies for absence
None.

No apologies were received from S Cooper and A Buckenham so were marked as absent.

M64/25 Declarations of interest for items included on the agenda.
F Eagle and H Eagle are related.

M65/25 Meeting adjourned to allow any traders or members of the public to address the Market Committee in a PUBLIC OPEN FORUM (maximum of 15 minutes)
No comments.

M66/25 Late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (prior notice must be given)
None.

M67/25 Minutes: Market Committee 17 November 2025
The minutes of the meeting held 17 November 2025 were agreed and signed by the Chairman.

M68/25 Outstanding actions (not included on the agenda)
Awaiting confirmation of cost for four Market signs on entrances to town.
It was confirmed that stall holders are responsible for safeguarding of their young employees.
ACTION: Email bus companies to inform of public toilet opening and advertise Friday and Saturday markets.

M69/25 Deputy Clerk update on outstanding/ongoing items
Report at Appendix 1.

M70/25 Report from the Market Superintendent
Report at Appendix 2.

M71/25 Reports from Market Trader Representatives:

- Saturday market – The market has been busy since Christmas with high footfall. There is still an issue of traders packing up and ready to leave at 2pm. This to be discussed later in the meeting.
- Auction – The auction is going well with F Eagle supporting.
- Friday market – Short of stalls this week due to illness. Footfall is good.
- Poultry auction – No auctions held recently.

M72/25 To provide update on TRO for Costa Road

There are remodelling discussions taking place. F Eagle will be attending a meeting later in the week. Update at the next meeting.

M73/25 To confirm alteration to Market Rules regarding Casual trader bookings

It was unanimously agreed to request casual traders to pay upfront for their pitch.

M74/25 To discuss and consider Market closing times

It was unanimously agreed not to change the market ending times from 2:30pm winter and 3pm summer.

ACTION: It was unanimously agreed to write strongly to the directors of the traders who are packing up early to advise them of the detrimental effect stalls leaving has on the market.

M75/25 To acknowledge agreed Market rent increase of 2.5% and gazebo hire to £9 from April 2026

Acknowledged.

M76/25 To receive Correspondence

F Eagle informed the meeting of the Norfolk Market Town Conference being held on 19 February at Thursford. Deputy Clerk and Market Superintendent to attend.

M77/25 To agree the date of the next meeting for Monday 16 March 2025 at 6.30pm to be held in the Council Chamber at the Town Hall and agree items for a future agenda.

The Meeting closed at 7.42pm

Chairman.....

