

Swaffham Town Council

Minutes of the Assets & Open Spaces Committee meeting held on Wednesday 25 March 2026 in the Town Hall

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| Councillors: | L Beech, P Darby (Chairman), C Ellerbeck, G Eves, J Mander, J Skinner and J Zielinski |
| Town Clerk: | H Carrier |
| Deputy Town Clerk: | L Jarrett |
| Minute Taker: | D Hamilton |
| Works Team Leader: | R Folker (until 12:45pm) |
| Town Council Contractor: | W Smith (until 12:45pm) |
| Public: | Two |

AO84/25 Apologies for absence
None received

AO85/25 Declarations of interest
None

AO86/25 Public Forum
No members of the public wished to address the Committee

AO87/25 Minutes of the Assets & Open Spaces Committee held on 28 January 2026

ACTION: The minutes of the Assets & Open Spaces Committee held on 28 January 2026 were agreed and signed by the Chairman as an accurate record.

AO88/25 Outstanding actions
The Deputy Clerk reported that she and the Mayor met with Tumbler Hill Hub co-ordinator and confirmed that the meeting went well.

AO89/25 Assets & Open spaces related issues from non-member councillors
There were no Assets and Open Spaces issues raised from non-member councillors.

AO90/25 Allotments

90.1 Management report from Deputy Town Clerk
The Deputy Clerk reported that all allotments are now full with a growing waiting list. At the last inspection, it was identified that three/four allotment plots were not touched in a while and an email was sent to these allotment holders to check in with them to ask if they would still like to continue as there is a long waiting list.

90.2 Tree removal quote from Plot FA07

It was proposed for the Deputy Clerk to obtain a further quote for comparison.

ACTION: It was agreed with five Cllrs agreeing and two against, to obtain a further quote for the tree removal from plot FA07.

ACTION: It was unanimously agreed that, should a more cost-effective quote be obtained, the Council will accept it and proceed with the necessary tree removal works.

- 90.3 Asbestos Survey of all allotments and disposal options
ACTION: It was unanimously agreed that the Deputy Clerk should proceed with the survey and gather removal quotes for the next meeting.
- 90.4 Report from SCALGA representative
 SCALGA representative not in attendance, and a report was circulated prior to the meeting. The Deputy Clerk reported that she had attended the February SCALGA meeting.
- 90.5 Report from Tumbler Hill representative
 Tumbler Hill representative not in attendance, no report provided.
- 90.6 Report from ESCAPE Project representative
 ESCAPE Project representative not in attendance, no report provided.

AO91/25 Town Centre

- 91.1 Town Planter/ post planters
 The Deputy Clerk clarified that the quote provided included the tiered planters to be placed at the four main entrances to Swaffham, they are self-watering and look more attractive to visitors. They are currently waiting for approval for clamp on post planters and once this approval is received, the quotes will be sourced.
ACTION: It was agreed for the Deputy Clerk to setup a time to meet with Cllrs Braithwaite, Ellerbeck and Mander to discuss the planters around the town.
- 91.2 PFM Support Contract Quote for footfall cameras
 The Deputy Clerk clarified that this is the final year of the contract and that this cost will be refunded through the PSiCA payment. The Chairman noted that the cameras enable the Council to access footfall/vehicle data on during specific events, as well as monitor overall visitor numbers to the town. This information can help indicate whether Swaffham is becoming increasingly popular.
ACTION: It was unanimously agreed to accept the PFM Support Contract Quote for footfall cameras
- 91.3 Youth gathering at War Memorial
 An email from a resident regarding youth gatherings at the War Memorial, along with the response from the Police Local BEAT Manager, was received.

AO92/25 Open Spaces & Play Areas

- 92.1 Play Area Safety Inspection Reports
 The Play Area Safety Inspection Reports was received
- 92.2 Pathway along the Recreation Ground
 A discussion took place regarding the track. It was noted that this project could be part funded by the Parish Partnership Fund.
ACTION: It was unanimously agreed for the Town Clerk to obtain the price per metre cost from Norfolk County Council to install the trod and after the price is received, to send out a survey to the public for their support on the proposed path.
- 92.3 Pest Control Services at Northwell Pool

The Deputy Clerk clarified that 66% of the quote is paid for by Anglian Water.

ACTION: It was unanimously agreed to continue the Pest Control Services at Northwell Pool

AO93/25 Cemetery and Churchyard

93.1 Cemetery Road

The specifications from the Highways team and the letter from the resident regarding the state of the cemetery road were received.

ACTION: It was agreed to wait for the plan to be received from W Smith regarding Item AO97/25 and combine this plan for the summer and to be brought forward at the next committee meeting.

93.2 Churchyard Wall

ACTION: It was unanimously agreed to instruct a structural engineer to assess the Churchyard wall.

AO94/25 The Chapel and Town Hall building asset inspection visit

The maintenance work will commence in early April when the weather improves. This will include clearing out the guttering and repainting the windows.

AO95/25 Annual Inspection report for the Barn

An inspection report was circulated prior to the meeting.

- Potters Room – The proposed actions were agreed.
- Courtyard – It was agreed that the fencing panels will be removed. Members also noted that vehicles must not park in front of the fire exit, and drivers will need to be reminded of this requirement.
- Plant Room – Clarification required to responsibility of maintenance.
- Kitchen – The installation of a dishwasher was approved.
- Theatre – It was agreed that the Fountain of Life (FOL) Church will inspect and maintain the seating system. Cllr Skinner reported that the Church had suggested the theatre could be used more frequently. It was proposed that a working group, comprising representatives from the Church and Town Councillors, be formed to explore opportunities to increase use of the theatre at the Barn.
- The Flat – Cllr Eves expressed concerns regarding the deterioration of the Barn and noted that the FOL Church has stated they are paying Council Tax on an empty flat which they cannot use. The Town Clerk clarified that, when the lease was agreed, the Church had been offered the option to exclude the flat but chose to include it.

ACTION: It was unanimously agreed for the Deputy Clerk to send the FOL Church a copy of the above decisions.

AO96/25 Annual inspection report for Community Centre and Assembly Room

The Deputy Clerk provided a verbal update on the inspection, and a final report will be circulated to all Cllrs once it is received.

AO97/25 Future proofing Works storage and external working areas at the Cemetery

TTSR Limited presented a proposal to make use of an untidy area within the Cemetery by creating an undercover workspace for the Grounds Team. The area currently contains a soil pile resulting from grave digging, along with an existing shed and concrete pad which is in need of general tidying.

The proposal is to install two containers side by side and construct a roof between them to form an undercover working area. It was noted that lorry access to the cemetery is currently challenging; the proposed layout would create a more suitable access point for lorries and ease the process of soil removal.

TTSR Limited suggested realigning the entrance to the corner where the soil pile is already located. As the kerb would not need to be altered, STC would inform delivery drivers that a banksman will be required and that lorries must reverse in to access the soil pile for removal.

It was further noted that the Swan's Nest has around 1800m of knee rail fencing which requires painting/maintaining. Additional lengths can be purchased, and repairs/maintenance can be started on a rolling program.

ACTION: It was unanimously agreed to approve the principle of the above idea and for a plan to be drawn up and presented to the Committee

AO98/25 Town Council Policies

98.1 Museum Collections Development Policy

It was unanimously agreed to accept the Museum Collections Development Policy

98.2 Asbestos Management Policy/ Process for Allotments

It was unanimously agreed to accept the Asbestos Management Policy/ Process for Allotments Policy

AO99/25 Date of the next meeting

Wednesday 27 May 2026 at 12.30pm to be held in the Council Chamber at the Town Hall.

Meeting closed at 2.07pm

Chairman: _____

Date: _____