



SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk PE37 7DQ

Telephone: 01760 722922

www.swaffhamtowncouncil.gov.uk



Assets & Open Spaces

**You are hereby summoned to a meeting of the Assets & Open Spaces Committee on
Wednesday 29 July 2026 at 12.30pm in the Council Chamber**

The meeting will be live streamed via MS Teams and can be viewed by using the link [A&O meeting](#)

DECLARATIONS OF INTEREST

Councillors, please note that members are asked at the relevant point on the agenda to declare any interests that they may have in any items on the agenda. Declaration includes the nature of the interest, and whether it is a personal or disclosable pecuniary interest.

NB In case of non-members this agenda is for information only.

For information, the Committee members are as follows:

Councillors: K Alford, B Couzins, P Darby, G Eves, J Mander, J Skinner and J Zielinski

Non-Voting Advisory Representatives Reps from Escape, SCALGA and Tumbler Hill Allotment Group

AGENDA

AO20/26 To receive apologies for absence

AO21/26 To receive declarations of interest for items included on the agenda

AO22/26 To adjourn the meeting to allow members of the public to address the Assets & Open Spaces Committee in a PUBLIC OPEN FORUM (maximum of 15 minutes)

AO23/26 **To receive and agree the Minutes: Assets & Open Spaces Committee 27 May 2026

AO24/26 To report on outstanding actions (not included on the agenda)

AO25/26 To receive and consider any Assets & Open spaces related issues from Non-Member Councillors at the Chairman's discretion, not included elsewhere on the agenda (prior notice must be given)

AO26/26 Allotments

- 26.1 Management report of the allotments by the Deputy Town Clerk
- 26.2 **To discuss and consider councillor's proposal to amend current Allotment Rules
- 26.3 **Report from SCALGA representative
- 26.4 **To consider request from SCALGA to erect shed on plot SL42
- 26.5 Report from Tumbler Hill representative
- 26.6 Report from ESCAPE Project representative

AO27/26 Town Centre

- 27.1 **To discuss and consider email from a Councillor regarding the condition of the Recreation Ground street furniture
- 27.2 To provide update on Public Toilet application and consider adding solar panels and a rainwater harvesting system to the public toilets planning application

AO28/26 Public Open Spaces & Play Areas

- 28.1 To receive and consider play area safety inspection reports
- 28.2 To discuss and consider removing play equipment from Recreation Ground under 8's area
- 28.3 ****To discuss and consider request for memorial bench on Recreation Ground**
- 28.4 **** To discuss and consider request for bench maintenance donation**
- 28.5 ****To discuss and consider request for football goals at Swan's Nest**
- 28.6 ****To discuss and consider request from Icení to install two benches outside the Community Centre**
- 28.7 ****To discuss and consider request for dog waste bin at Highfield Avenue**

AO29/26 Cemetery and Churchyard

- 29.1 To receive update on The Chapel and Town Hall building asset inspection visit and related works
- 29.2 To discuss and consider cemetery road upgrade and possible provision of cemetery car parking
- 29.3 ****To discuss and consider amendments to Cemetery Rules and Regulations**

AO30/26 **To discuss and consider quotes for the removal of Cypress tree and hedging at Jimmy's Yard prior to fence installation****

AO31/26 **To discuss and consider quotes for removal of dead tree on the Embankment at Northwell Pool****

AO32/26 To discuss and consider future fencing replacement/requirement following result of site visit to Swan's Nest

AO33/26 **To discuss and consider purchasing Boundary Gates for four main roads into Swaffham****

AO34/26 **To consider a proposal from Cllr Anscombe, Breckland Ward Member, to make improvements to the footpath on Campingland, utilising, in part, the S106 contribution from the Specialist Support Housing Development ([3PL/2023/1147/F](#))****

AO35/26 **To discuss and consider quote for repairs and restoration to Town Hall sash windows and columns****

AO36/26 To review and adopt Town Council Policies:

36.1 ****Biodiversity Policy**

36.2 ****Flag Flying Policy**

AO37/26 To agree the date of the next meeting for Wednesday 30 September 2026 at 12.30pm to be held in the Council Chamber at the Town Hall and agree items for a future agenda.

Signed: *Leanne Jarrett*

Dated 22 July 2026

Deputy Town Clerk

**** indicates further information has been circulated with the agenda**