

Swaffham Town Council

Minutes of the Assets & Open Spaces Committee meeting held on Wednesday 27 May 2026 in the Town Hall

Councillors:	K Alford, B Couzins (from 1.25pm), P Darby, G Eves, J Mander (Chairman), J Skinner and J Zielinski
Deputy Town Clerk:	L Jarrett
Minute Taker:	H Duggan
Works Team Leader:	C Gunner
Public:	None

AO1/26 Elect a Chairman

Cllr Skinner proposed Cllr Mander, seconded by Cllr Zielinski and agreed by all.

ACTION: It was agreed that Cllr Mander be appointed chair of the Assets and Open Spaces Committee for the coming year.

AO2/26 Elect a Vice-Chairman

Cllr Skinner proposed Cllr Alford, seconded by Cllr Mander and agreed by all.

ACTION: It was agreed that Cllr Alford be appointed vice-chair of the Assets and Open Spaces Committee for the coming year.

AO3/26 Apologies for absence

Apologies were received in advance from Cllr Couzins however he was able to attend the meeting from 1.25pm

AO4/26 Declarations of interest

Cllr Alford registered an interest in agenda item AO9 as an allotment holder.

AO5/26 Public Forum

No members of the public were present.

AO6/26 Minutes of the Assets & Open Spaces Committee held on 25 March 2026

ACTION: The minutes of the Assets & Open Spaces Committee held on 25 March 2026 were agreed and signed by the Chairman as an accurate record.

AO7/26 Outstanding actions

Allotment Tree

An additional quote is required for the tree at Four Acres allotment site.

Town Planters

This is on the agenda for discussion.

Cemetery

TTSR plans for the cemetery have been placed on hold for the time being.

AO8/26 Assets & Open spaces related issues from non-member councillors

There were no Assets and Open Spaces issues raised from non-member councillors.

AO9/26 Allotments**9.1. Management report from Deputy Town Clerk**

The Deputy Clerk reported the waiting list is currently six at Shouldham Lane, six at Tumbler Hill and three with no site preference. Some were looking for second plots.

9.2. Plot Holder letter regarding rats

A notice to quit had been received from an allotment plot holder regarding the resurgence of rats. It was acknowledged that poor housekeeping of chickens played a significant part in encouraging the rats.

ACTION: It was agreed to reissue the allotment housekeeping rules for the upkeep of birds and to minimise rat infestations.

9.3. Report from SCALGA representative

SCALGA representative not in attendance, no report provided.

9.4. Report from Tumbler Hill representative

The Tumbler Hill representative was not in attendance, however provided the following report in advance: "I can report that I think our site is doing really well. There's lots of new plot holders who are working hard and making neglected plots into good growing spaces. It's lovely to see lots busy and plots being used to grow in many different ways. I believe since you have kept on top of those who are not working plots there's been a big change. Escape I hear is doing great. Unfortunately, I haven't had time to see Gary much, but it looks very tidy and hear great things about singing and laughter coming from there."

9.5. Report from ESCAPE Project representative

ESCAPE Project representative not in attendance, no report provided.

AO10/26 Town Centre**10.1. Buttercross 2D survey results**

The results showed a flat ground level with no movement which was good.

The painting of the columns was recognised as a next step to maintaining the Buttercross.

ACTION: It was agreed to add the painting of the Buttercross columns to the programme of works.

10.2. Quotes received for self-watering planters and lamp post planters

CLlr Alford gave a brief update on her plans to engage community groups to work together to enter Swaffham in Bloom in 2027.

The quotes were discussed and as long as the planters would be charged as capital expenditure it was proposed to proceed with the quotes given.

ACTION: It was agreed to issue the poster to local businesses for sponsorship.

ACTION: It was agreed to proceed with the quote to purchase eight Pagoda hanging baskets at £133.18 each and four Tower Planters at £434.40 each.

- 10.3. Tender for Public Toilet renovation – planning approval dependent
The Deputy Clerk gave a brief outline of the tender process timeline advising that the September Asset & Open Spaces meeting would be the earliest meeting in which to discuss and agree the tenders received.

ACTION: It was agreed to prepare a running cost and income analysis of the Public Toilets for information.

ACTION: It was agreed to proceed with the Tender process and to receive tenders back to discuss at the September meeting.

- 10.4. Additional Vehicle Activated Sign
Committee members were keen on the potential of a new sign at a cost of £3,487 using possible Parish Partnership Funding, which would reduce the cost to the council by 50%.

ACTION: It was agreed to defer the decision until the opening of the Parish Partnership Bids later in the year.

AO11/26 Open Spaces & Play Areas

- 11.1 Play Area Safety Inspection reports
No major issues, a couple of incidents had been reported including the tyre swing which the works team would be looking to rectify.

- 11.2 Quote for replacement parts Hurricane Swing – Recreation Ground

ACTION: It was agreed to purchase the replacement parts for the Hurricane Swing at the Recreation Ground at a cost of £550.52.

- 11.3 Quote for replacement roundabout – Merryweather

ACTION: It was agreed, with one abstention, to purchase a new roundabout for Merryweather Road playing area at a cost of £2,200.

- 11.4 Tree work quote relating to the annual Tree Report

ACTION: It was agreed to obtain another comparative quote before taking to full council for review and decision

- 11.5 Request from Fountain of Life to use open spaces during August for family fun days

ACTION: It was agreed to allow Fountain of Life to use Orford Road playing area on 4 Aug 26 and Swans Nest on 25 Aug 26 for family fun days

- 11.6 Swaffham Footpath 62

ACTION: It was agreed to remove some of the gate to improve access for pushchairs and disability vehicles.

AO12/26 Cemetery and Churchyard

- 12.1 Chapel and Town Hall building asset inspection visit and related works
The painting and maintenance to the chapel doors is now completed. The Town Clerk is now looking to get the chapel roof checked as there may be a leak. The windows at the Town Hall are due to be painted and the carpets are being laid this week.

- 12.2 Cemetery Chapel rental for wake/service in light of non-domestic rate advice

Confirmation has been received that renting out the Chapel would not adversely affect the rates. The proposal is to engage the local Funeral Directors to offer the Chapel for hire for wakes, non-denominational services etc.

ACTION: It was unanimously agreed to advertise the Chapel for hire to create a new revenue stream for the council.

12.3 Internal decoration of the Chapel

With agreement to hire out the Chapel it was proposed that some internal decoration, repainting and cleaning is needed first.

ACTION: It was unanimously agreed to undertake some internal decoration of the Chapel before offering it out for hire.

12.4 New noticeboard at the Cemetery

The proposal is to replace the existing noticeboard at the cemetery with a similar noticeboard to the one in the town, powder coated metal with ornate filigree, to be sited by the new pathway at the entrance to the cemetery.

ACTION: It was unanimously agreed to purchase an A1 size aluminium noticeboard with metal not wooden posts for longevity at a cost of £595.

12.5 Reports of rats in St Peter and St Paul's Churchyard

It was noted that last year the council put up posters asking people not to feed the ducks as this encouraged the rats.

ACTION: It was agreed to update the posters about not feeding the ducks which in turn encourage the rats.

AO13/26 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. It was also noted that there were two front windows and the porch columns were in need of repair and repainting.

ACTION: It was agreed to obtain a quote for the repairs and repainting to the windows at the museum.

AO14/26 Commercial Land

ACTION: It was agreed to defer this item to Full Council in June 26.

AO15/26 Proposed Crocus development (planning app. 3PL/2023/0441/F) off Sporle Road.

It was noted that the planning consent is dated 27 Feb 2026 This means that the long stop date for commencing the development is 26 Feb 2029. The implication for the play areas money.

It was recognised that S106 agreements and the lengthy timeline involved for receipt of monies was perhaps not fully understood.

Crocus Homes met with the council three years ago at the early approval stages of the planning process and the council were asked to stipulate what they would like to use S106 monies for and where. The U8's play area at the Recreation Ground was chosen.

The planning application was approved on 27 February 2026, giving the developers a further three year window (to 26 February 2029) to start the development. S106 monies are only released when a certain percentage of the development has been completed and sold.

ACTION: It was agreed to ask Crocus Homes to meet with the council to discuss the S106 monies and the U8's play area and to see what could be worked out.

2.00pm Cllr Eves left the meeting.

AO16/26 Swimming Pool land off Turbine Way in light of the statement by the Breckland Planning Officer, Simon Wood, that Breckland Council would not be carrying forward any sports and leisure development of this land within the 2023 agreement period

There was debate around who actually owns the land - Swaffham Town Council or Breckland District Council.

ACTION: It was agreed to confirm the ownership of the land before further discussions could be held on what to do with it.

2.10pm Cllr Eves rejoined the meeting.

AO17/26 Former Sacred Heart School swimming pool

ACTION: It was agreed to prepare costings to refurbish and operate the swimming pool for before further discussions could be held on the future of the swimming pool.

AO18/26 Correspondence

18.1. Email regarding "No Mow May"

ACTION: It was agreed to review areas around the town to leave to rewild.

AO19/26 Date of the next meeting

Wednesday 29 July 2026 at 12.30pm to be held in the Council Chamber at the Town Hall.

Meeting closed at 2.20pm

Chairman: _____

Date: _____

Proposal to Amend Allotment Rules

As custodians of public assets on behalf of the residents of Swaffham, it is important that we periodically review our policies to ensure they remain fit for purpose, reflect current best practice, and deliver the greatest benefit to the community as a whole.

I would respectfully ask fellow Councillors to consider the proposed amendments to the allotment rules. These recommendations have been developed with the consideration of some issues arising and an aim of ensuring that our allotments remain a well-managed, safe and accessible community asset for current and future generations.

By introducing clear standards for cultivation, managing the presence of asbestos-containing materials, and ensuring a fair allocation of plots, the Council can promote greater fairness amongst tenants, improve the overall appearance and productivity of the site, reduce future maintenance and liability costs, and make the best use of a limited public resource. The proposed changes are proportionate, practical and designed to support both existing tenants and those residents wishing to access allotment provision in the future.

I therefore commend these amendments to the Committee and look forward to constructive discussion & possible implementation.

Amendments as follows:

1. Minimum Cultivation Requirement
2. Asbestos on Allotments
3. Limitation on the Number of Plots Held by Individual Tenants

Amendment Proposal 1 - Minimum Cultivation Requirement

Recommendation

The Committee approves an amendment to the Allotment Rules requiring all allotment plots to maintain a minimum level of cultivation and management, specifically:

Proposed New Rule

"All allotment plots shall be cultivated and maintained to a minimum of 25% productive use within any tenancy. Failure to comply may result in written warnings and, where improvement is not demonstrated, termination of the tenancy in accordance with the Council's allotment procedures."

Background

Swaffham Town Council allotments represent an important community asset that provides opportunities for food production, recreation, wellbeing, biodiversity, and social interaction. Demand for allotment plots frequently exceeds supply, resulting in waiting lists and preventing prospective tenants from accessing available growing space.

Whilst many allotment holders maintain their plots to a high standard, several plots are not cultivated for extended periods or used as a cheap storage solution. This can lead to:

- Increased weed growth and spread to neighbouring plots.
- Harbourage for pests and vermin.
- Deterioration of the overall appearance of the allotment site.
- Reduced availability of plots for residents wishing to actively cultivate land.
- Additional maintenance burdens for neighbouring tenants and the Council.

Supporting Evidence

1. National Demand for Allotments

The National Allotment Society continues to report strong demand for allotment plots across the United Kingdom, with many local authorities operating waiting lists for available plots.

Where demand exceeds supply, it is reasonable for allotment authorities to ensure that plots are being actively cultivated and used for their intended purpose.

2. Legislative Context

The allotment system is founded upon the principle that plots are provided primarily for cultivation.

The Allotments Act 1922 allows allotment authorities to terminate tenancies where land is not being cultivated and maintained appropriately. The proposed rule strengthens local guidance by providing a measurable and transparent standard for both tenants and the Council.

3. Good Site Management

A cultivation requirement recognises that exiting tenants with extenuating circumstances or new tenants may require time to establish their plots, particularly where plots have previously not been maintained.

The proposed 25% cultivation target:

- Is realistic and achievable.
- Supports tenants who may be new to gardening.
- Encourages continual improvement rather than immediate full cultivation.
- Provides a clear benchmark for monitoring and enforcement.
- Helps maintain the appearance and productivity of the allotment site.

4. Fairness to Existing and Prospective Tenants

Allotments are a finite community resource.

Allowing plots to remain substantially uncultivated for prolonged periods can be perceived as unfair to residents who are waiting for a plot and willing to actively cultivate land.

A minimum cultivation requirement helps ensure equitable use of a publicly managed asset.

Benefits

The proposed amendment is expected to:

- Improve overall site appearance.
- Increase food-growing opportunities.
- Reduce weed infestation and nuisance.
- Promote biodiversity through active cultivation.
- Ensure fair use of a community asset.
- Support transparent and consistent tenancy management.
- Encourage long-term stewardship of allotment plots.

Equality and Welfare Considerations

The Council should continue to recognise that some tenants may experience temporary ill health, disability, bereavement, or other exceptional circumstances.

In such cases, and where appropriate; with supplied evidence, discretion should remain available, allowing tenants to submit a written request for temporary exemption or a mutually agreed cultivation plan.

Financial Implications

No significant financial implications are anticipated. Improved plot management may reduce future maintenance and site management requirements.

Conclusion

The introduction of a minimum cultivation standard of 25% represents a balanced and proportionate approach to managing allotments. It supports active use of a valuable community asset, protects neighbouring plots, improves site standards, and ensures fairness for residents seeking allotment opportunities.

Amendment Proposal 2: Management of Asbestos and Cement-Based Sheeting

Recommendation

That the Committee approves an amendment to the Allotment Rules requiring appropriate management by plot holders of asbestos & Cement-Based Sheeting on plots and total ban of bringing these materials onto the allotments.

Proposed New Rule

"No tenant shall bring onto, install, store, sell, transfer, reuse, disturb, break, cut, drill or otherwise modify any asbestos-containing material on an allotment plot.

Where asbestos-containing materials are identified on an allotment plot, the tenant must notify the Council immediately. Existing asbestos-containing materials may remain in situ only where they are in good condition, undamaged, and present no immediate risk to human health or the environment.

The Council reserves the right to require the removal of any asbestos-containing material deemed damaged, deteriorated, unsafe, or unsuitable at the cost to the tenant. Any removal shall be undertaken in accordance with current legislation and authorised waste disposal requirements.

No cement-based roofing, cladding, sheeting or building material suspected of containing asbestos shall be installed on any allotment plot."

Background

Many allotment sites throughout the United Kingdom contain historic sheds, storage structures, water tanks, roofing sheets and boundary materials constructed from asbestos cement products.

Whilst asbestos cement generally presents a lower risk than other forms of asbestos, deterioration, breakage, drilling, cutting, weathering or accidental damage can release fibres into the environment. The Council has a responsibility to ensure that allotment sites remain safe for tenants, visitors, contractors and future users.

Supporting Evidence

1. Public Health Considerations

Asbestos remains the single greatest cause of work-related deaths in the United Kingdom.

According to the Health and Safety Executive (HSE), asbestos-related diseases continue to account for thousands of deaths each year, often resulting from exposure that occurred decades earlier.

Although asbestos cement products are generally considered lower risk when intact, damaged or weathered materials can release fibres that may be inhaled.

Many asbestos cement products installed during the 1950s–1980s are now approaching or exceeding their expected service life.

Common signs of deterioration include:

- Surface erosion.
- Cracking and breakage.
- Moss and vegetation penetration.
- Delamination.
- Damage from weather events.

As these materials age, the likelihood of accidental disturbance and fibre release increases.

2. Council Liability and Duty of Care

As landlord and site operator, the Council has a duty to take reasonable steps to identify and manage foreseeable risks on its land. The continued installation of potentially asbestos-containing materials creates future liabilities and maintenance burdens for the Council. Preventing new installations helps reduce future management costs and risks.

3. Environmental Considerations

Broken asbestos cement fragments are frequently found during plot clearances and can contaminate soil, vegetation and waste streams.

Removal of asbestos-contaminated waste can significantly increase disposal costs and complicate site maintenance activities.

4. Proposed Implementation

The Committee may wish to adopt the following phased approach:

Phase 1 – Site Survey

- Record all known or suspected asbestos-containing materials.
- Create a register for management purposes.
- Inform tenants of their responsibilities.

Phase 2 – Risk Assessment

- Identify materials that are damaged or deteriorating.

Phase 3 – Planned Removal

- Council to decide if the removal of unsafe materials can be completed as plots become vacant.
- Require removal where structures are beyond economic repair.
- Prohibit replacement with asbestos-containing products.

Equality and Welfare Considerations

The proposal does not prevent tenants from erecting sheds or storage structures using modern, non-asbestos alternatives. The approach helps to improve safety standards over time.

Financial Implications

Short-term costs may arise from surveying and disposing of asbestos-containing materials.

However, these costs are expected to be offset by:

- Reduced future liability.
- Improved site safety.
- Reduced risk of contamination incidents.
- Lower long-term maintenance costs.

Conclusion

The continued presence of ageing asbestos-containing materials on allotment sites presents a foreseeable health, environmental and asset management risk. Introducing clear rules prohibiting new asbestos materials and establishing a phased management and removal programme represents good practice, supports the Council's duty of care, and will improve the long-term condition and safety of the allotment site.

Amendment Proposal 3: – Limitation on the Number of Plots Held by Individual Tenants

Recommendation

The Committee approves an amendment to the Allotment Rules limiting the number of allotment plots that may be held by any individual tenant in order to ensure fair access to allotment provision and maximise opportunities for residents.

Proposed New Rule

“To ensure that community assets are managed fairly and sustainably no tenant shall be permitted to hold more than two full allotment plots at any one time.

A new tenant occupying a single allotment plot shall not be eligible for the allocation of an additional plot until they have completed a minimum tenancy period of twelve months and can demonstrate, that not less than seventy-five per cent (75%) of their existing plot is under active cultivation and maintained in a productive condition.

The Council reserves the right to determine eligibility for the allocation of additional plots through periodic inspection and assessment of plot condition, cultivation standards and compliance with the allotment tenancy agreement.

Where a tenant currently occupies more than 2 plots, these arrangements may continue until such time as a plot is surrendered or the tenancy ends. Upon vacancy, the Council shall reserve the right to reallocate plots in accordance with its allotment allocation policy.”

Background

The Council provides allotment plots as a community asset for the benefit of residents wishing to grow fruit, vegetables and flowers, promote healthy lifestyles, and engage in outdoor recreation. In recent years, demand for allotment plots has increased nationally, with many councils operating waiting lists for available plots.

Where individual tenants occupy multiple plots, opportunities for new tenants may be reduced, creating barriers to access and limiting the wider community benefit of the allotment site.

It has also been identified that there has been circumstances where multiple plots have been allocated and no cultivation on both plots has been completed.

Supporting Evidence

1. Fair and Equitable Access

Allotments are a finite public resource.

The principle underpinning allotment provision is that as many residents as possible should have the opportunity to access land for cultivation and recreation.

Limiting plot ownership helps ensure that allotments are shared fairly amongst the community rather than concentrated amongst a smaller number of individuals.

2. Waiting List Management

Many local authorities experience waiting lists for allotment provision.

Where waiting lists exist, allocating multiple plots to individual tenants can increase waiting times for prospective plot holders and reduce access to a valuable community resource.

Introducing a maximum allocation policy provides a transparent and equitable approach to plot distribution. At the time of this (09/06/2026) the waiting list has 15 persons listed.

3. Encouraging Active Cultivation

Research and practical experience from allotment associations suggest that larger holdings can become increasingly difficult to manage effectively, particularly as tenants age or circumstances change.

Smaller plot allocations can:

- Improve overall cultivation rates.
- Reduce neglected areas.
- Improve site appearance.
- Increase plot turnover and availability.
- Encourage sustainable long-term management.

4. Alignment with Good Practice

Many allotment authorities operate policies limiting plot occupancy either by:

- Number of plots.
- Total plot area.
- Priority allocation arrangements where waiting lists exist.

The proposed amendment aligns with recognised good practice by balancing fairness with flexibility.

Benefits

The proposed amendment would:

- Increase opportunities for new allotment tenants.
- Improve fairness and transparency.
- Support management of waiting lists.
- Encourage effective cultivation of plots.
- Reduce the concentration of allotment land within a small number of tenancies.
- Maximise community benefit from a publicly owned asset.

Transitional Arrangements

Recognising that some tenants may currently occupy multiple plots and have invested significant time and effort in their cultivation, the proposal does not require immediate surrender of additional plots.

Existing arrangements may continue until:

- A tenancy ends.
- A plot is voluntarily surrendered.
- The tenant chooses to reduce their holding.

This phased approach avoids unnecessary disruption whilst gradually achieving the desired outcome.

Equality and Welfare Considerations

The proposal ensures equal opportunity for all residents to access allotment provision.

The Council should retain discretion to make reasonable adjustments where exceptional circumstances exist.

Financial Implications

No financial implications are anticipated.

Increased plot turnover may assist in maintaining full occupancy and rental income across the site.

Conclusion

The introduction of a maximum plot allocation policy will help ensure that allotments remain accessible, fair and beneficial to the widest possible section of the community. By limiting future allocations to a single plot per tenant, whilst protecting existing arrangements through transitional provisions, the Council can improve access to allotment opportunities and make best use of a valuable public asset.

SCALGA Report

SCALGA would like to request permission to put a shed up for SCALGA use in the front of plot No 42. Volunteers will erect it. We do not propose to put a permanent base down but build on pallets so that we can have get-togethers without getting wet. Is there any funding available to help us?

Concerns of vandalism are being raised on Shouldham Lane on plot 94 and a break in on plot 87.

A tent was erected and overnight camping plus rubbish 30b (next to the 2nd gate SL).

An ex-plot holder washing his car in the car park!!

The Rec

From David Braithwaite <cllrbraithwaite@swaffhamtowncouncil.gov.uk>

Date Mon 01/06/2026 15:00

To Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>; Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>; Swaffham Town Councillors <allcouncillors@swaffhamtowncouncil.gov.uk>

Hi all

I have been concerned about the rec as it seems to be in dire need of a good tidy up, I have attached pictures, im sure you will agree it is in need of a lick of paint, repairs and a good scrub. Would really make a difference.

Especially with the under 8,s still waiting to be sorted now the tyre swing has been left in a state that is able to injure.

Some of the equipment and bins are due an upgrade. [1000007296.jpg](#) [1000007297.jpg](#) [1000007294.jpg](#) [1000007295.jpg](#) [1000007293.jpg](#) [1000007304.jpg](#) [1000007305.jpg](#) [1000007302.jpg](#) [1000007303.jpg](#) [1000007300.jpg](#) [1000007311.jpg](#) [1000007301.jpg](#) [1000007312.jpg](#) [1000007298.jpg](#) [1000007299.jpg](#) [1000007310.jpg](#) [1000007308.jpg](#) [1000007309.jpg](#) [1000007306.jpg](#) [1000007307.jpg](#)

Sent from [Outlook for Android](#)

(No subject)

From carol [REDACTED]

Date Fri 29/05/2026 17:22

To Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>

Hi Helen.

No problem at all, just a question

How do I go about having a dedicated bench put over the recreation ground.

Can you when you have time find out cost and who to contact.

Would love to put one in memory of my hubby
Who loved Swaffham

It will I hope if granted go under the trees in the shade .Southlands side.

Regards Carol

From: Mary Brown <marycicmary@yahoo.co.uk>

Sent: 14 July 2026 13:06

To: Reception <reception@swaffhamtowncouncil.gov.uk>

Subject: Offer to purchase/donate money for bench

Good afternoon

Just enquiring whether it would be possible to either purchase/donate £50 for the metal bench in the derelict children's play area on the rec Southlands.

My husband walks by and likes the bench and wouldn't like to see it be thrown away or destroyed by the kids.

I thought if I don't ask I won't know.

So please let me know whether this will be possible.

Thank you for the consideration.

Best wishes

Mary and Stu

[Sent from Yahoo Mail for iPhone](#)

Swans nest

From [REDACTED]
Date Sun 19/07/2026 09:02
To Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>

You don't often get email from [REDACTED] [Learn why this is important](#)

Good morning

My son and his friends are desperate to see if they could have a couple of goals on the green area next to the park on the Swans nest estate?

Is this something you could put forward please? It would be well used and the children would be so happy!

I'm happy to try and help raise funds as I know other parents would be too.

Kind regards

[REDACTED]

[Yahoo Mail: Search, organise, conquer](#)

Outdoor Playground Football Goals



All steel outdoor playground football goal posts. Designed for heavy duty public use. Suitable for school playgrounds and outdoor recreation parks and areas. Direct in ground permanent anti vandal fitting onto grass or hard surfaces. Can be a single tubular goal (3000L x 76W x 1000H) or as mini goal with optional additional steel runback anti vandal rebound grill. 3000L x 1000H. 25 year steel work anti corrosion warranty.



£1012.50

Price + VAT. Includes standard delivery.

£2945.83 Single tubular goal & 

Add to Cart

“ Steel anti vandal multi use games areas can quickly transform tired urban areas into lively activity islands for our restless natives.. ”

Installation costs
& maintenance

Benches at Community Centre

From Jacob Morton <jacob@iceni.info>

Date Wed 08/07/2026 13:15

To Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>

 1 attachment (1 MB)

Grass for Benches Screenshot.png;

You don't often get email from jacob@iceni.info. [Learn why this is important](#)

Good afternoon Leanne

Hope you are well. Wasn't sure if you'd be at the meeting this evening so thought would pop you an email.

I just want to get Town Council approval for the possibility of having a couple of benches on this bit of grass at the front of the community centre.

This would be for community fridge visitors to sit on when we have the new cabin. It would be good to have somewhere for people to sit (particularly the elderly and disabled) and would discourage queuing in less suitable areas (e.g near the nursery).

Best wishes
Jacob

Jacob Morton

Community Fridge Project Manager

IT, Governance & Compliance Manager

Iceni *partnership*

Swaffham Community Centre, The Campingland, Swaffham, Norfolk PE37 7RB

www.swaffhamcommunityhub.co.uk

01760 722 800

Company No: 4237830

Charity No: 1101814

VAT No: GB800057775

From: Victoria [REDACTED]

Sent: 06 July 2026 12:35

To: Reception <reception@swaffhamtowncouncil.gov.uk>

Subject: Dog waste bin

You don't often get email from vickysalv08@gmail.com. [Learn why this is important](#)

To whom it may concern,

I am getting In touch with you to see if a dog waste bin can be put up on Highfield avenue, swaffham.

I have dogs and with the heat having to put it in my bin is not suitable please could a bin be placed on our estates.

Kind regards,

Vicky [REDACTED]

Swaffham Cemetery

Brandon Road, Swaffham



Cemetery Guidelines 2026.27

created by the Council for the management of Swaffham Cemetery, Brandon Road, Swaffham.



Swaffham Town Council is responsible for the ongoing maintenance of the Cemetery, working closely with local Funeral Directors and Stonemasons to maintain a respectful final resting place for loved ones and a tranquil place for families and friends to visit.

The following are guidelines we ask everyone to follow to ensure this.

General Information

- The cemetery is open to the public daily between 8.00 a.m. and half an hour before sunset.
- **There is an automatic barrier that is open from dawn until dusk.**
- All enquiries relating to the cemetery should be directed to the Town Hall, 4 London Street, Swaffham, PE37 7DQ, 01760 722922, reception@swaffhamtowncouncil.gov.uk and information, including layout can also be found on the council website: www.swaffhamtowncouncil.gov.uk.
- The Town Hall is open **Monday-Thursday 10am-4pm, Friday 10am-1pm.**

Funerals

- **Three clear days'** notice (excluding weekends and Bank Holidays) must be given to the Council for an interment in a grave - burial or ashes.
 - This does not apply to any religion which requires immediate burial or, in the case of death from endemic disease, upon medical certification.
- All requests must be received on Council approved application forms **before** the interment and, in the case of memorials, **before** they are erected.
- All relevant fees or charges are to be paid under the terms of the invoice.
- Interments can take place – **Monday to Thursday 9.00am to 3.30 p.m.** (October to March) **9.00am to 4.00pm** (April to September) and **Friday 9.00am to 1.00pm.**
- No interment can take place on a weekend or Bank Holiday except on the certificate of a Coroner or Registered Medical Practitioner where immediate interment is necessary.

Burials & Ashes

- A Council Interment application form is required from the Funeral Director.
- Council approval is given once records are checked and paperwork processed.
- For new plots an Exclusive Rights fee & certificate will be issued for the plot.
- The certificate (green form) for the disposal of a body, or in the case of an inquest the Coroners Order for Burial, must be produced before interment.
- If the deceased was diagnosed with CJD or Anthrax only a single grave will be dug, and it cannot be reopened for a second interment.
- For the burial of a still-born child an appropriate certificate issued by the Registrar of Births and Deaths, or the Coroner will be required.
- A Certificate of Cremation must be produced within 10 days following the interment of ashes.
- Once the funeral/interment has been completed the Council will issue an invoice.
- Once the invoice has been paid the relevant Exclusive Rights certificate is issued **via the FD or direct** to the next of kin.

Memorials

- A Council Memorial application form is required from the Stonemason – including a drawing with the proposed inscription and details of any decorative engraving.

- Approval can only be given by the Council for plots where a burial / ashes has been allocated / completed.
- For Burials the memorial stone cannot be laid for at least 10 months after interment and full kerb stones for at least 12 months after interment.
- For Ashes it is acknowledged the stone may be required for the same date as the interment – in these instances the Council require an Interment Form for the Ashes interment be approved first - even if an interment date has yet to be agreed – before approval can be given on a stonemason request.

Graves - burials & ashes

- All graves must be excavated and back filled only by qualified persons appointed by the Funeral Director or authorised by them and, except in the case of children's and/or ashes graves, are to be dug a minimum of :
 - 4 feet 6 inches deep (single).
 - 6 feet 6 inches deep (double)
 - All grave mounds will be levelled where applicable after the minimum of twelve months from the date of interment and where necessary made good.
 - Temporary markers must be erected by the undertaker however may be removed after 9 months from the date of interment or when a memorial (headstone etc) is erected, whichever is sooner.
- Identification
- The Coffin/casket must show the name of the deceased. The identity shown on the coffin/casket will be verified by the Council's officer in attendance at the funeral by the Funeral Director at each burial service.

Exclusive Rights

- Any member of the public or Funeral Director can enquire as to available plots.
- Plots can be provisionally set aside however until a formal Exclusive Rights approval has been given by the Council (application and fully paid invoice) then the plot remains available to the public.

Purchasing Exclusive Rights of Burial

- Purchasers may select burial plots subject to the Regulations of the Council.
- The sites of available or common graves or those reserved for cremated remains will be determined by the Council.
- Exclusive Right of Burial may be purchased upon payment of the appropriate charge - the purchaser then possesses the Exclusive Right of Burial in that grave for the period of 99 years.
- The grant of such rights does not confer on the owner any right of title to the land, the grave itself remaining, at all times, the property of the Council.

Graves where no Exclusive Right of Burial has been granted

- For new Interment applications, where no Exclusive Rights have been purchased previously, the Council will issue an Exclusive Rights of Burial as part of the interment process.

Transfer of Ownership of Exclusive Right of Burial

- Effecting a legally sound transfer of ownership is vitally important in order to protect the Council. your authority or company. It is imperative that you the Council only allow a transfer of ownership to take place to the person or persons who are entitled.
- A transfer can be legally effected on the production of a Grant of Probate or Letters of Administration.
- If one or the other of these legal documents have not been issued a Statutory Declaration made by the lawful next of kin must be completed and witnessed by a Magistrate or Commissioner of Oaths (usually a solicitor).
- You can check the Institute of Cemetery and Crematorium Management (ICCM) website for clarification: <https://www.iccm-uk.com/iccm/>.

Memorials

- No monument is allowed to be erected, placed on any grave or in any part of the Cemetery without the written consent of the Council.
- If any monument is erected in breach of the Council guidelines, they may be removed by the Council without notice.

- No monuments may be constructed on graves and no memorial stones (other than approved headstones and/or flower vases) may be erected.
- Cemetery grave memorial inscriptions should record those interred in the grave, matching burial records, or state "buried elsewhere" and referenced in the memorial inscription.

Memorials which may be permitted are:

Grave Sections – A, B, C, D, F, G H, I

- A Headstone not exceeding 2'6" in width, 4" thickness and 3'0" in height.
- A Headstone not exceeding 2'6" in width, 4" thickness, between 3'0" and 4'6" 4' maximum in height:
 - if a stepped plinth is incorporated in the design the base will be permitted up to 2'6" by 1'6".
 - the concrete base should not be above ground level when fitted.
- A Headstone memorial with a kerb stone enclosing a space not exceeding
 - 7'x 3' - Headstone not exceeding 3'0" in height, 4" thickness and 3'0" in width.
 - 7'x 3' - Headstone between 3'0" and 4'6" 4' maximum in height, 4" thickness and 2'6" in width.
 - 7'6"x 7'6" - Headstone not exceeding 3'0" in height, 2'6" in width, and 4" in thickness.
 - 7'6"x 7'6" - Headstone between 3'0" and 4'6" 4' maximum in height, 4" thickness and 2'6" in width.
- Coloured graphics on headstones by prior approval only.
- Flat stone placed horizontally with the top at ground level 12"x12".

For use when ashes are interred in a grave or for a person not interred in Swaffham Cemetery e.g "resting elsewhere", "buried at sea", etc

Ashes Section E & J

- Flat stones placed horizontally with the top at ground level 15"x12"
 - A desk tablet not exceeding 1'6" x 1'6" will be permitted. All ashes tablets must be placed on a 24" x 24" slab base.
- All foundations of monuments, the removal of, or re-fixing of same, and all other connected work will be regulated by the Council; work undertaken must be by qualified Stonemasons and must ensure the protection of the grass and the walks during the progress of the work and once completed must clear away any materials not used, rubbish etc. and shall be responsible for any damage done in carrying out and completing any of the above works.

Fixing

- The memorials shall be in line at the head of the grave on a 3" deep reinforced concrete foundation or landing with ground anchorage, set firm and level 1/2" below ground level, with a 4" projection all-round the bases of the headstone or plinth.
- Headstones shall be securely dowelled to the landing or the plinth and bedded in cement mortar. Plinths shall be bedded on to the landing.
- Tablets (and Flat Stones) on ashes plots shall be secured in a concrete foundation, set firm and level 1/2" below ground level, such foundation not to exceed 24" x 24".

N.B. ALL MEMORIALS must be erected to the specifications applicable at the time by members of the **National Association of Memorial Masons (NAMM) & BRAMM**. These may change at various times in line with Government Legislation and Stonemason guidance. All memorials shall be the subject of a visual inspection ~~Topple Test~~ by the Council annually. If found to be unsafe the Council, having a duty to minimise risk, will take the action which best suits the circumstances relating to the individual memorial. Action may need to be taken immediately following an inspection.

- All monuments shall be inscribed with the grave section, row, and number to which they relate.
- Any monument/inscription for a person not interred in Swaffham Cemetery must indicate that fact (e.g., "resting elsewhere", "buried at sea", etc
- At least 24 hours' notice must be given to the Council Office before the monument/cross is erected to avoid clashing with other activities in the Cemetery.

- All monuments including permanent wooden crosses shall, after erection, be kept in good repair by the owner and unless this is done the Council reserve the right to cause them to be repaired or removed at the owner's expense.
- Small wooden crosses may be erected temporarily for a short period after interment either to identify a new grave or until a permanent memorial stone is erected, however, these crosses must not be left on graves for more than one year.
- Grave mounds will be levelled nine months after each burial.
- Cleaning of any memorial stone is the responsibility of the owner of the stone.
- If any monument is erected in violation of the Regulations of the Council, the same may at any time be removed by the Council without notice.

Greenery/Decoration

- Vases - a maximum of **2** vases, 8" maximum in height, width or thickness are permitted per grave.
 - These can be freestanding vases, pots or receptacles and must be placed in line with the memorial headstones, or two vases preformed within the headstone itself.
 - Vases or receptacles made of glass are **not permitted** anywhere in the Cemetery.
- Unauthorised materials (*stones metal/hoop wire, lawn edging, temporary memorials including wreathes, ornaments, vases, silk flowers etc*) will be removed without notice and disposed of by the Council.
- Christmas Wreaths, Floral Tributes, and other adornments:
 - Wreaths and cards on graves are permitted during the Christmas period however must be removed by 14 February. ALL wreaths and cards left will be removed by the Council and disposed of respectfully.
 - Other floral tributes will be removed when faded.
 - Other adornments should be restricted to the memorial headstone.
- No Shrubs, plants or flowers may be planted within the Cemetery or on any grave.
- The Council reserves the right, without notice, to remove any unauthorised planting.
- Council staff take every care when maintaining the cemetery to avoid damaging memorials, vases etc

Vehicles

- Vehicles are permitted only to use the entrance drive and designated tracks located mainly around the perimeter, no vehicles are allowed to enter the Cemetery burial areas.
- Parking, for short periods, is only permitted for the purpose of funerals, family and friends visiting and in connection with the erection and maintenance of graves and memorials.
- The cemetery barrier, erected 2026, **is open from dawn until dusk.**

Visitors

- Vandalism, of any kind, within the cemetery will be reported to the Police and offenders will be liable to prosecution.
- Children under the age of twelve years of age are not allowed within the Cemetery except under the care of a responsible adult; and visitors will be expected to observe proper decorum at all times.
- No person shall be allowed to offer goods for sale or to solicit orders for the sale of any goods within the Cemetery. Offenders will be liable to expulsion.
- It is forbidden to play any sports, discharge firearms, except at a military funeral, or disturb any person assembled in the Cemetery for the purpose of burying a body or commit any nuisance within the Cemetery; offenders will be liable for prosecution.
- The consumption of alcohol within the Cemetery is strictly prohibited.
- **Dogs must always be kept on a lead and under proper control with any dog mess deposited in the bins.**
- The riding of horses, cycles and motorcycles through and within the Cemetery is strictly prohibited, **unless the rider is attending a funeral.**

The Council reserve the right from time to time to make alterations or additions to the foregoing Rules and Regulations consistent with the Burial Acts. The Regulations of Her Majesty's Secretary of State, under the Burial Acts, and applicable to the Cemetery must be considered as incorporated herewith.

Jimmy's Yard Treet & Hedge Removal

		Cypress tree	Hedge	TOTAL
Quote 1	£	820.00	£ 980.00	£ 1,800.00

More quotes requested and will be circulated when received

Embankment Tree Quotes

	Fell and chip multiple trees	TOTAL
Quote 1		£ 1,090.00

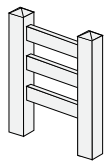
More quotes requested and will be circulated when received



Glasdon Gateway

Price Guide 2025/26





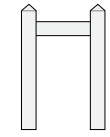
STANDARD GATEWAY

White

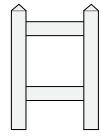
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2.3m Height (1.8m above ground)

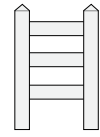
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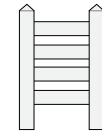
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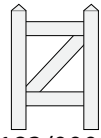
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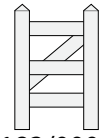
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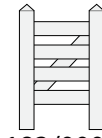
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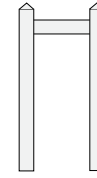
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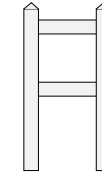
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183/0007
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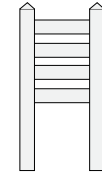
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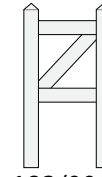
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£612.13



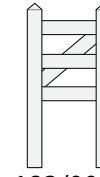
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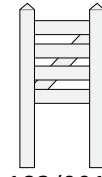
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183/0012
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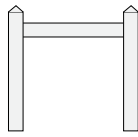


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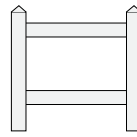


183/0014
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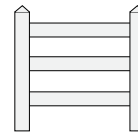
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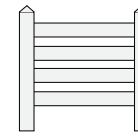
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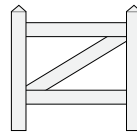
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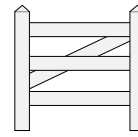
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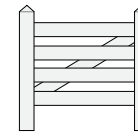
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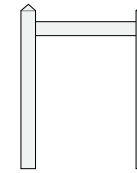
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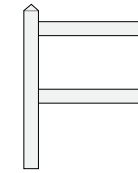
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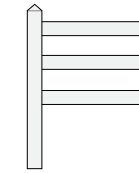
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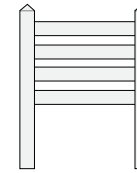
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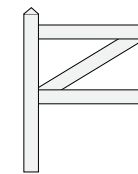
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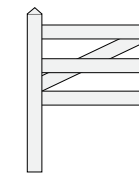
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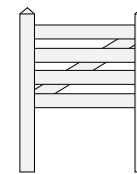
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183/0026
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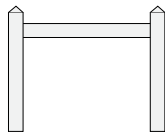


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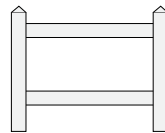


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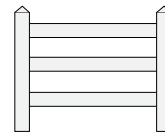
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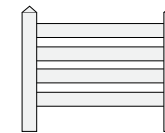
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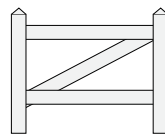
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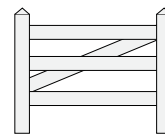
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183/0032
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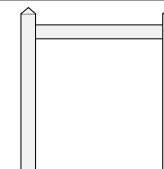


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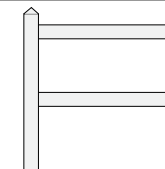


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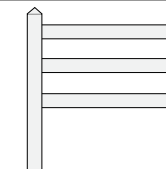
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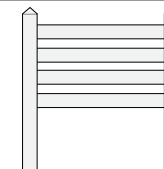
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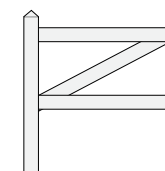
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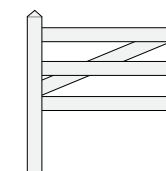
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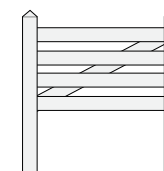
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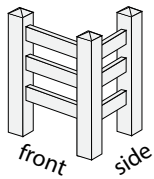
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183/0040
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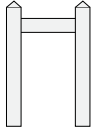
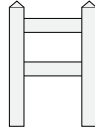
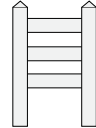
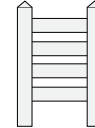
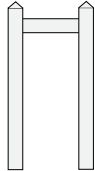
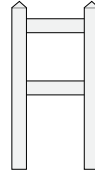
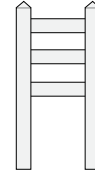
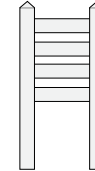
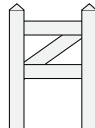
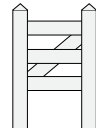
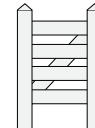
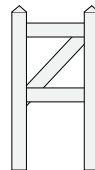
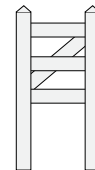
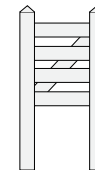
(2 codes required - FRONT & SIDE)

White

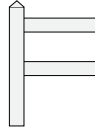
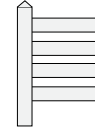
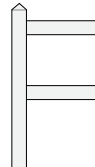
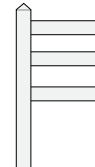
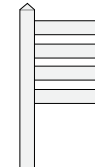
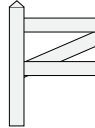
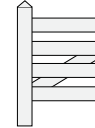
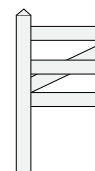
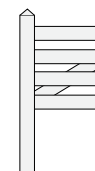
1.8m Height (1.3m above ground)

2.3m Height (1.8m above ground)

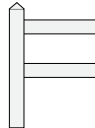
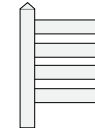
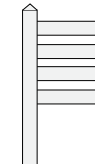
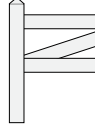
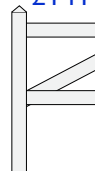
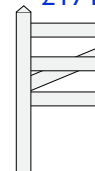
960mm Width

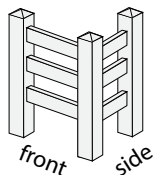
							
183/0200 £786.11	183/0201 £938.86	183/0202 £1091.62	183/0203 £1244.68	183/0207 £850.17	183/0208 £1002.79	183/0209 £1156.26	183/0210 £1309.28
							
	183/0204 £1210.66	183/0205 £1363.69	183/0206 £1516.72		183/0211 £1275.31	183/0212 £1428.30	183/0213 £1581.36

1.5m Width

							
183/0214 £921.61	183/0215 £1193.66	183/0216 £1465.71	183/0217 £1737.78	183/0221 £986.22	183/0222 £1258.28	183/0223 £1530.34	183/0224 £1802.39
							
	183/0218 £1482.73	183/0219 £1754.80	183/0220 £2026.85		183/0225 £1547.32	183/0226 £1819.41	183/0227 £2074.95

2m Width

							
183/0228 £1023.53	183/0229 £1329.70	183/0230 £1635.75	183/0231 £1941.82	183/0234 £1105.23	183/0235 £1411.32	183/0236 £1717.37	183/0237 £2023.44
			Unavailable				Unavailable
	183/0232 £1635.75	183/0233 £1941.82			183/0238 £1717.39	183/0239 £2023.46	



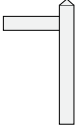
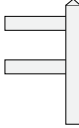
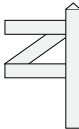
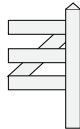
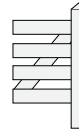
L-SHAPE GATEWAY RIGHT SIDE

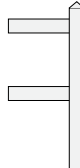
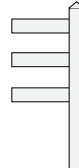
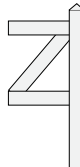
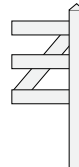
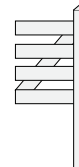
White

1.8m Height (1.3m above ground) (2 codes required - FRONT & SIDE)

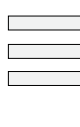
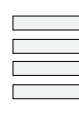
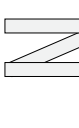
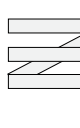
2.3m Height (1.8m above ground)

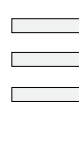
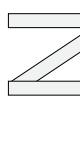
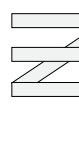
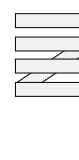
960mm Width

			
183/0240 £293.00	183/0241 £369.25	183/0242 £445.49	183/0243 £522.02
			
	183/0244 £505.02	183/0245 £581.53	183/0246 £658.04

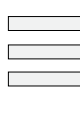
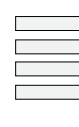
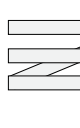
			
183/0247 £314.57	183/0248 £390.67	183/0249 £467.60	183/0250 £544.12
			
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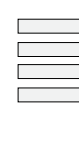
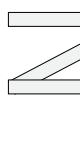
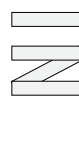
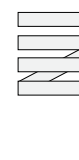
1.5m Width

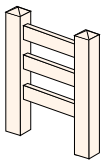
			
183/0254 £360.48	183/0255 £496.49	183/0256 £648.40	183/0257 £768.57
			
	183/0258 £641.04	183/0259 £777.08	183/0260 £913.12

			
183/0261 £382.60	183/0262 £518.63	183/0263 £654.65	183/0264 £790.88
			
	183/0265 £663.14	183/0266 £799.18	183/0267 £918.71

2m Width

			
183/0268 £411.48	183/0269 £564.54	183/0270 £717.54	183/0271 £870.59
			
	183/0272 £717.54	183/0273 £870.59	Unavailable

			
183/0274 £442.08	183/0275 £595.17	183/0276 £748.16	183/0277 £901.20
			
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960mm Width

1.5m Width

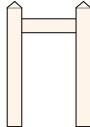
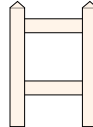
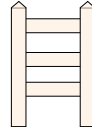
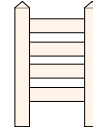
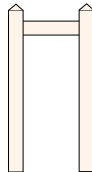
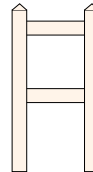
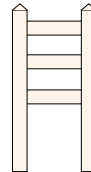
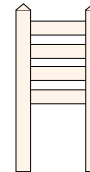
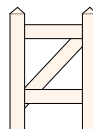
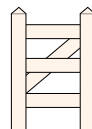
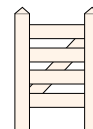
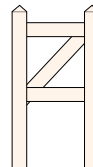
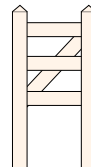
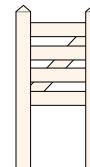
2m Width

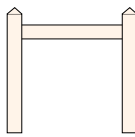
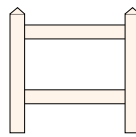
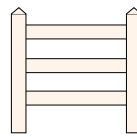
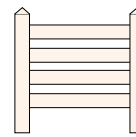
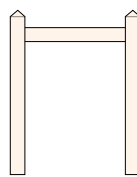
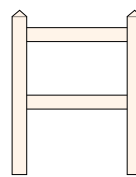
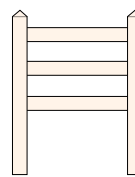
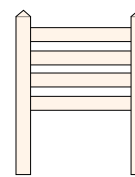
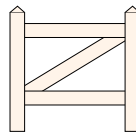
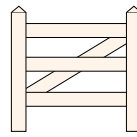
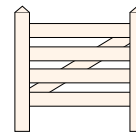
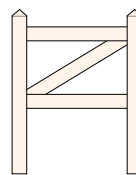
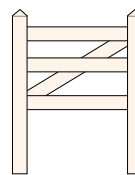
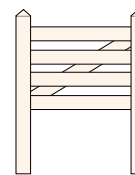
STANDARD GATEWAY

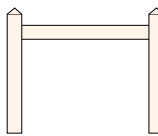
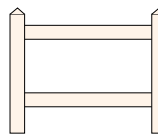
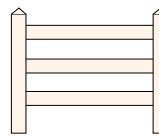
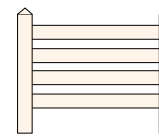
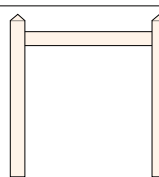
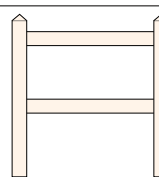
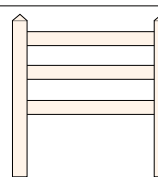
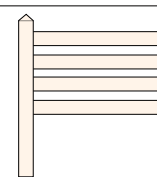
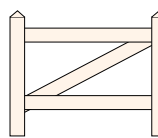
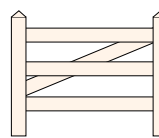
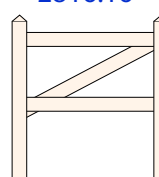
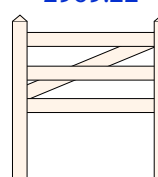
Light Oak

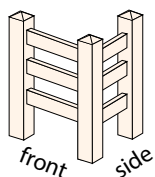
1.8m Height (1.3m above ground)

2.3m Height (1.8m above ground)

 183/0041 £493.12	 183/0042 £569.62	 183/0043 £646.14	 183/0044 £722.67	 183/0048 £535.60	 183/0049 £612.13	 183/0050 £688.66	 183/0051 £765.16
	 183/0045 £705.64	 183/0046 £782.17	 183/0047 £858.68		 183/0052 £748.17	 183/0053 £824.68	 183/0054 £901.22

 183/0055 £561.13	 183/0056 £697.17	 183/0057 £817.32	 183/0058 £969.22	 183/0062 £603.63	 183/0063 £739.66	 183/0064 £875.69	 183/0065 £1011.51
	 183/0059 £841.69	 183/0060 £977.72	 183/0061 £1113.74		 183/0066 £884.19	 183/0067 £1020.23	 183/0068 £1156.25

 183/0069 £612.06	 183/0070 £765.16	 183/0071 £918.21	 183/0072 £1071.24	 183/0075 £663.16	 183/0076 £816.16	 183/0077 £969.22	 183/0078 £1122.24
	 183/0073 £918.21	 183/0074 £1071.24	Unavailable		 183/0079 £969.22	 183/0080 £1122.24	Unavailable



L-SHAPE GATEWAY FRONT

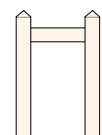
(2 codes required - FRONT & SIDE)

Light Oak

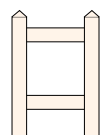
1.8m Height (1.3m above ground)

2.3m Height (1.8m above ground)

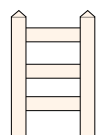
960mm Width



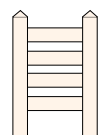
183/0280
£786.11



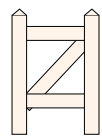
183/0281
£938.86



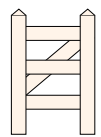
183/0282
£1091.62



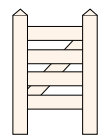
183/0283
£1244.68



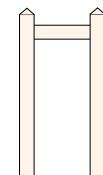
183/0284
£1210.66



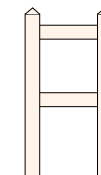
183/0285
£1363.69



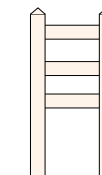
183/0286
£1516.72



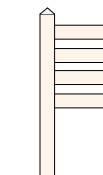
183/0287
£850.17



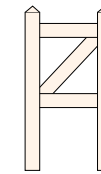
183/0288
£1002.79



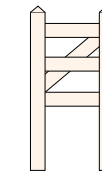
183/0289
£1156.26



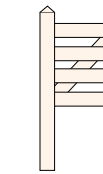
183/0290
£1309.28



183/0291
£1275.31

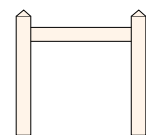


183/0292
£1428.30

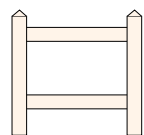


183/0293
£1581.36

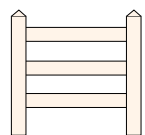
1.5m Width



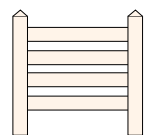
183/0294
£921.61



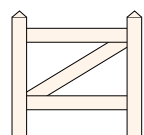
183/0295
£1193.66



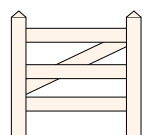
183/0296
£1465.71



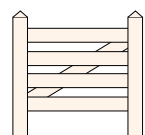
183/0297
£1737.78



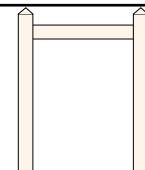
183/0298
£1482.73



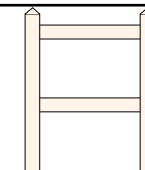
183/0299
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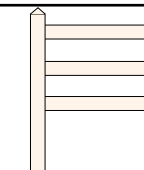
183/0300
£2026.85



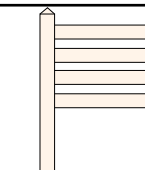
183/0301
£986.22



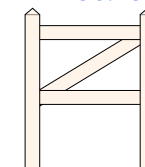
183/0302
£1258.28



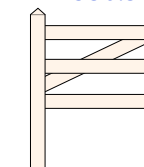
183/0303
£1530.34



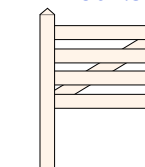
183/0304
£1802.39



183/0305
£1547.32

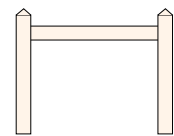


183/0306
£1819.41

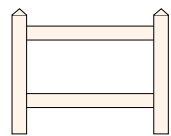


183/0307
£2074.95

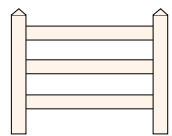
2m Width



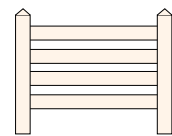
183/0308
£1023.53



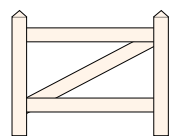
183/0309
£1329.70



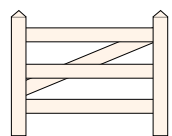
183/0310
£1635.75



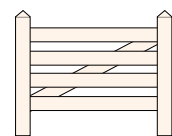
183/0311
£1941.82



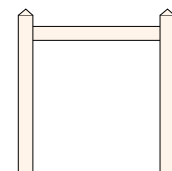
183/0312
£1635.75



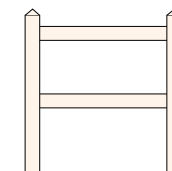
183/0313
£1941.82



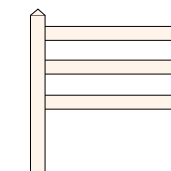
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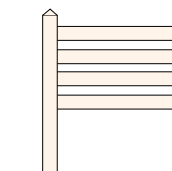
183/0314
£1105.23



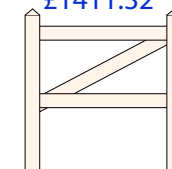
183/0315
£1411.32



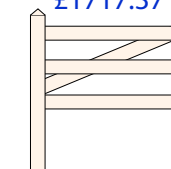
183/0316
£1717.37



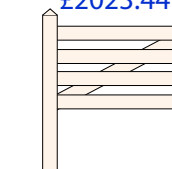
183/0317
£2023.44



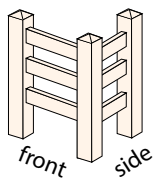
183/0318
£1717.39



183/0319
£2023.46



Unavailable



L-SHAPE GATEWAY RIGHT SIDE

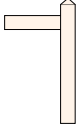
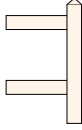
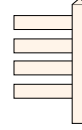
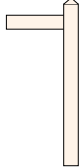
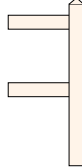
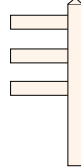
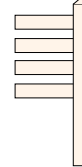
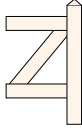
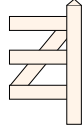
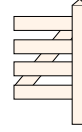
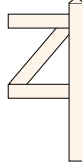
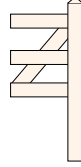
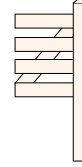
Light Oak

(2 codes required - FRONT & SIDE)

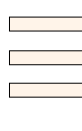
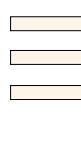
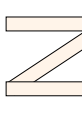
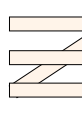
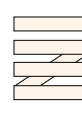
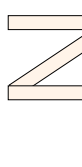
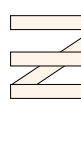
1.8m Height (1.3m above ground)

2.3m Height (1.8m above ground)

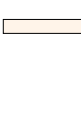
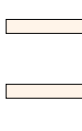
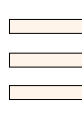
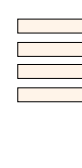
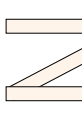
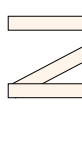
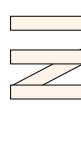
960mm Width

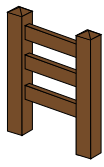
 183/0320 £293.00	 183/0321 £369.25	 183/0322 £445.49	 183/0323 £522.02	 183/0327 £314.57	 183/0328 £390.67	 183/0329 £467.60	 183/0330 £544.12
	 183/0324 £505.02	 183/0325 £581.53	 183/0326 £658.04		 183/0331 £527.14	 183/0332 £603.63	 183/0333 £680.15

1.5m Width

 183/0334 £360.48	 183/0335 £496.49	 183/0336 £648.40	 183/0337 £768.57	 183/0341 £382.60	 183/0342 £518.63	 183/0343 £654.65	 183/0344 £790.88
	 183/0338 £641.04	 183/0339 £777.08	 183/0340 £913.12		 183/0345 £663.14	 183/0346 £799.18	 183/0347 £918.71

2m Width

 183/0348 £411.48	 183/0349 £564.54	 183/0350 £717.54	 183/0351 £870.59	 183/0354 £442.08	 183/0355 £595.17	 183/0356 £748.16	 183/0357 £901.20
	 183/0352 £717.54	 183/0353 £870.59	Unavailable		 183/0358 £748.17	 183/0359 £901.23	Unavailable



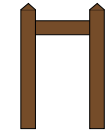
STANDARD GATEWAY

Dark Oak

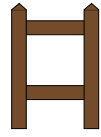
1.8m Height (1.3m above ground)

2.3m Height (1.8m above ground)

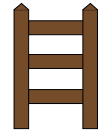
960mm Width



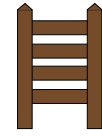
183/0081
£493.12



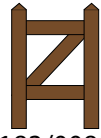
183/0082
£569.62



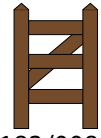
183/0083
£646.14



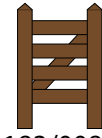
183/0084
£722.67



183/0085
£705.64



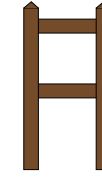
183/0086
£782.17



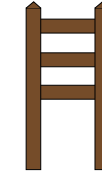
183/0087
£858.68



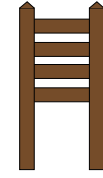
183/0088
£535.60



183/0089
£612.13



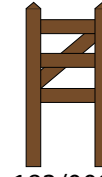
183/0090
£688.66



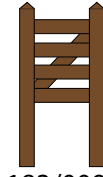
183/0091
£765.16



183/0092
£748.17

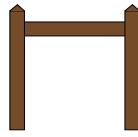


183/0093
£824.68

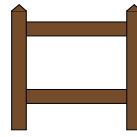


183/0094
£901.22

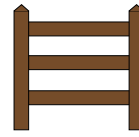
1.5m Width



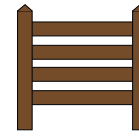
183/0095
£561.13



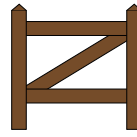
183/0096
£697.17



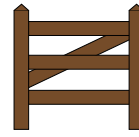
183/0097
£817.32



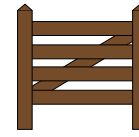
183/0098
£969.22



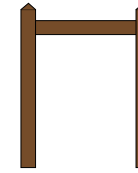
183/0099
£841.69



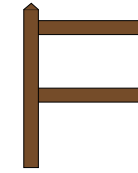
183/0100
£977.72



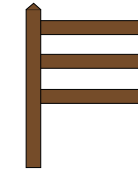
183/0101
£1113.74



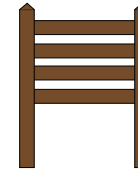
183/0102
£603.63



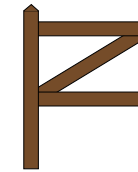
183/0103
£739.66



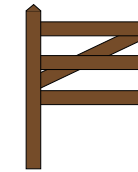
183/0104
£875.69



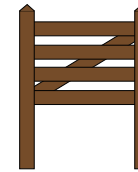
183/0105
£1011.51



183/0106
£884.19

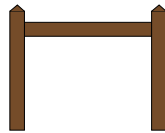


183/0107
£1020.23

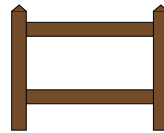


183/0108
£1156.25

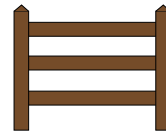
2m Width



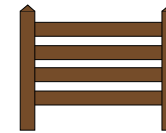
183/0109
£612.06



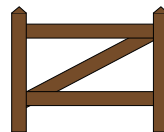
183/0110
£765.16



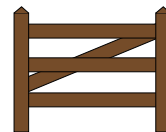
183/0111
£918.21



183/0112
£1071.24

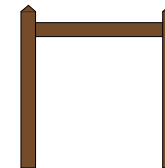


183/0113
£918.21

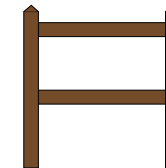


183/0114
£1071.24

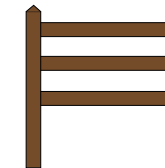
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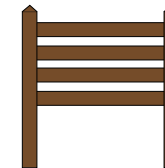
183/0115
£663.16



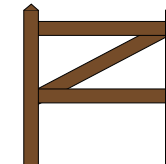
183/0116
£816.16



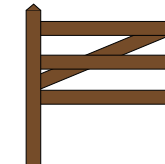
183/0117
£969.22



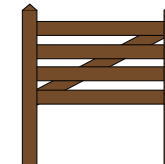
183/0118
£1122.24



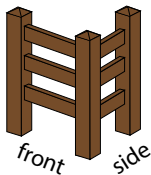
183/0119
£969.22



183/0120
£1122.24



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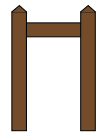


L-SHAPE GATEWAY FRONT

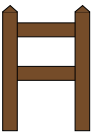
Dark Oak

1.8m Height (1.3m above ground) (2 codes required - FRONT & SIDE) 2.3m Height (1.8m above ground)

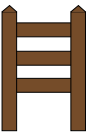
960mm Width



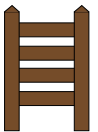
183/0360
£786.11



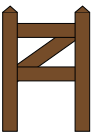
183/0361
£938.86



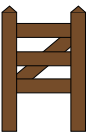
183/0362
£1091.62



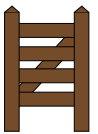
183/0363
£1244.68



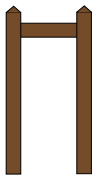
183/0364
£1210.66



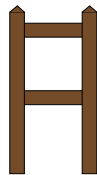
183/0365
£1363.69



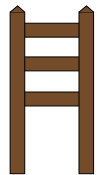
183/0366
£1516.72



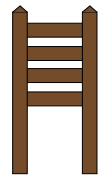
183/0367
£850.17



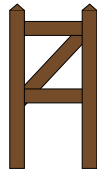
183/0368
£1002.79



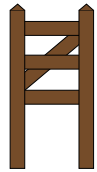
183/0369
£1156.26



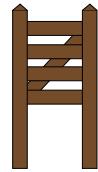
183/0370
£1309.28



183/0371
£1275.31



183/0372
£1428.30



183/0373
£1581.36

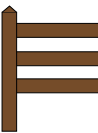
1.5m Width



183/0374
£921.61



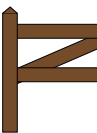
183/0375
£1193.66



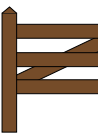
183/0376
£1465.71



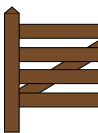
183/0377
£1737.78



183/0378
£1482.73



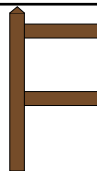
183/0379
£1754.80



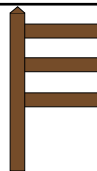
183/0380
£2026.85



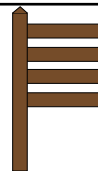
183/0381
£986.22



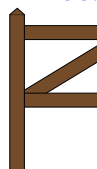
183/0382
£1258.28



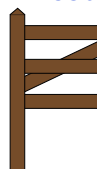
183/0383
£1530.34



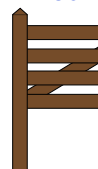
183/0384
£1802.39



183/0385
£1547.32



183/0386
£1819.41



183/0387
£2074.95

2m Width



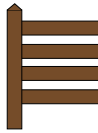
183/0388
£1023.53



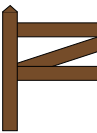
183/0389
£1329.70



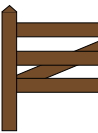
183/0390
£1635.75



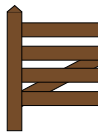
183/0391
£1941.82



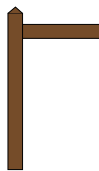
183/0392
£1635.75



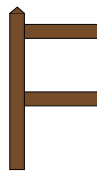
183/0393
£1941.82



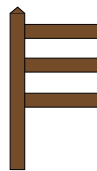
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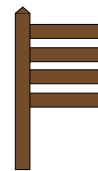
183/0394
£1105.23



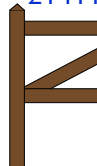
183/0395
£1411.32



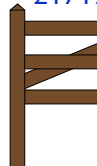
183/0396
£1717.37



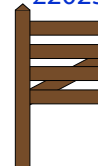
183/0397
£2023.44



183/0398
£1717.39

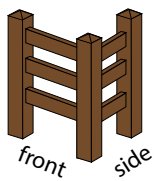


183/0399
£2023.46



Unavailable

Lorem ipsum



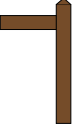
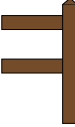
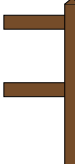
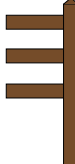
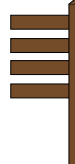
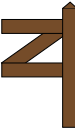
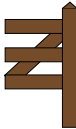
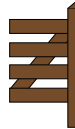
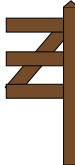
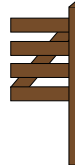
L-SHAPE GATEWAY RIGHT SIDE

Dark Oak

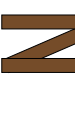
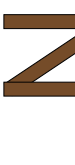
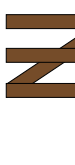
1.8m Height (1.3m above ground) (2 codes required - FRONT & SIDE)

2.3m Height (1.8m above ground)

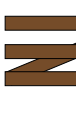
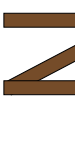
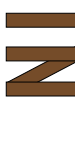
960mm Width

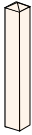
 183/0400 £293.00	 183/0401 £369.25	 183/0402 £445.49	 183/0403 £522.02	 183/0407 £314.57	 183/0408 £390.67	 183/0409 £467.60	 183/0410 £544.12
	 183/0404 £505.02	 183/0405 £581.53	 183/0406 £658.04		 183/0411 £527.14	 183/0412 £603.63	 183/0413 £680.15

1.5m Width

 183/0414 £360.48	 183/0415 £496.49	 183/0416 £648.40	 183/0417 £768.57	 183/0421 £382.60	 183/0422 £518.63	 183/0423 £654.65	 183/0424 £790.88
	 183/0418 £641.04	 183/0419 £777.08	 183/0420 £913.12		 183/0425 £663.14	 183/0426 £799.18	 183/0427 £918.71

2m Width

 183/0428 £411.48	 183/0429 £564.54	 183/0430 £717.54	 183/0431 £870.59	 183/0434 £442.08	 183/0435 £595.17	 183/0436 £748.16	 183/0437 £901.20
	 183/0432 £717.54	 183/0433 £870.59	Unavailable		 183/0438 £748.17	 183/0439 £901.23	Unavailable



END POST ONLY

End Post 1.8m Height

End Post 2.3m Height

White



183/1000
£185.54



183/1001
£204.40

Light Oak



183/1002
£185.54



183/1003
£204.40

Dark Oak



183/1004
£185.54



183/1005
£204.40

ORNATE GATEWAY

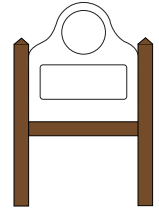
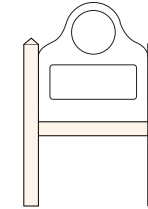
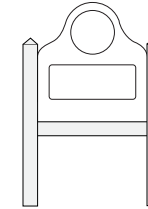
White

Light Oak

Dark Oak

Post Height 2.3m
(1.8m above ground)
(overall height with
sign=2.9m)

Width 1700mm



Double Sided

183/0600
£2456.43

183/0601
£2456.43

183/0602
£2456.43

Single Sided

£2125.47

£2125.47

£2125.47



c/w double sided personalised ornate sign
(3mm aluminium)

Project for consideration to Town Council Assets Committee

Submitted by:	Cllr Judy Anscombe – Swaffham Ward Member
S106 - 3PL/2023/1147/F Specialist Supported Housing Campingland	Off-site Open Space Contribution. Total sum allocated £12,656.30
I would like to submit the following proposal to the Assets Committee for councillors' consideration. The above S106 contribution is now available from this planning application, and as you will recall the Schedule 2 states: - “The sum of £12, 656.,30 to be paid in lieu of the agreed deficiency in the amount or type of Open Space being provided, compared to that required in the Council's Open Space Policies at the date of this deed, such sum to be calculated in accordance with the Council's current Open Space Policy and to be applied towards the provision of Open Space serving the Development”. Links to Swaffham Neighbourhood Plan COM 1 Policy. The Trod fits the requirements of Green Infrastructure within the Open Spaces Policy and is located near to the Supported Living Housing Development. The Trod is used by pedestrians, cyclists, mobility scooters and provides a through path to the Teeni Icen Nursery or Heartwood Primary School and would also benefit the residents of the new housing development.	
Total project cost:	Estimate tba
Project title:	To refurbish and improve the Trod Path at Campingland Swaffham PE37 7RB Land owned by Swaffham Town Council
Project overview:	The Trod path from opposite Goodrick Place through to the edge of the Community Centre, has now been down for 10 years, and is in urgent need of refurbishment. The path is approx. 25 metres in length x 1.2 approx. wide – 30sqm. This path is the only safe route for pedestrians to walk through to the path on Beech Close. The alternative is to walk behind the vehicles parked on the public parking bays and the doctors' surgery parking on the opposite side of the road. Due to amount of traffic and vehicle churn caused by patients visiting the surgery, this is a very unsafe route. This route is used constantly and any further deterioration to the surface, will further impact on safety and associated risks.
plan/map attached:	Link to map: https://maps.app.goo.gl/HVjvfZBT1wAt4ywy5

Reason for works:	This Trod was created in September 2016 and has seen many pairs of feet walk over it through the years, either to school, community centre, nursery or residents walking to and from the town. After 10 years, path has got very broken down and the surface is now mainly sand. As you can see from the photo, the surface when wet, puddles occur and the surface is not totally level causing a safety issue for being uneven and slippery. Incidents have been reported to Town Council previously for being slippery.
Relevant supporting documents:	To follow: Letter from Teenie Icení Nursery Letter from Heartwood CE VC Primary and Nursey School
Photos:	 The photograph shows a dirt path that is heavily eroded and uneven. A large, muddy puddle is visible in the foreground, reflecting the overcast sky. The path is bordered by a grassy area on the right and a black metal railing on the left. In the background, a white van with contact information is parked on a paved area, and trees are visible under a grey sky.



ISSUED TO

Swaffham Town Council

QUOTATION
025.

DATE ISSUED

24/07/26.

FEES

Scope

To fully repair, restore and paint, the two ground floor sash windows, and the two round/tapered/fluted columns and porch. Also restoring and painting the front door.

£2,950

SUBTOTAL £2,950

TOTAL £2,950

QUOTATION



ISSUED TO

Swaffham Town Council

QUOTATION
025.

DATE ISSUED

24/07/26.

METHOD

Removing all deteriorated surfaces, paint and timber.

Treating all bare and exposed timber with Toupret wood hardener. Building back all areas using high quality products, RepairCare resin and Toupret wood repair. The top coats are TBC.

Using Zinsser products along the way, to maximise protection and longevity. This is what separates DCM Decorating from all other painting and decorating companies.

Our business model is solely based upon trust, integrity, and highly skilled methods, to get the project completed with the highest quality finish and customer service.

SPECIFICATION

To fully prepare all previously painted surfaces, using the highest quality products, Toupret wood hardener, RepairCare resin with all other relevant RepairCare system products.

Using all appropriate Zinsser primers and products.

2 x top coats.

Please note that if minor timber repairs are needed then that is paid within my quotation. However, if more serious joinery is required (inspection after initial preparation) then that would be discussed and agreed in a separate conversation, as an extra cost.

We use both traditional and modern methods combined, to deliver the best quality and finish. Timber replacement and joinery - we use Jamie Gladd Carpentry, who share the same professional standards and work ethic.

Schedule - 28th July-6th August

Payment - Payment; no deposit needed, no stage payments, final invoice to be settled up within 7 days of invoice date

Cost (labour and materials) **£2,950**

Biodiversity Policy

1. Background

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Swaffham Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that the Town Council can spend funds in conserving biodiversity.

2. Definition

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

3. Aims and Objectives

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the Town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

4. Actions

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

5. Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

6. Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

7. Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

8. Monitoring

This policy was adopted in May (Minute reference **32.1**) and will be reviewed in two years or sooner should legislation dictate/ each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

Model Action Plan

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	Additional planting Maintain and renew bird boxes as required. Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance. Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.	Increased diversity of habitats and food sources Increased cover for invertebrates, reptiles, amphibians and small mammals. Encouraging insects particularly butterflies and bees.		
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources and cover Encourages insects. Sustain and enhance natural habitats.		
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.	Sustain and enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.		

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats.	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine. Create a page on the parish council website for photographs / information / links Encourage local farmers to contribute. Provide seed bombs / bulbs etc. for residents' use. Discourage floodlighting.	Engagement/ownership of biodiversity Promote biodiversity. Promote biodiversity. Promote biodiversity. Extending habitats. Protect nocturnal animals.	Ongoing	Neighbourhood plan consultation
Support Community Projects	Support hedge/tree planting in any appropriate areas. Work in partnership with the school to develop young people's awareness of the environment around them. Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Extending habitats. Promote biodiversity. Promote biodiversity.		

Flag Flying Policy

1. Introduction

This policy sets out Swaffham Town Council's policy for flag flying.

- 1.1 Swaffham Town Council recognises that flags are emotive symbols which boost local and national identities and strengthen community cohesion. They are a way for communities to express feelings of joy, pride and loyalty.
- 1.2 Like all symbols, flags are open to wide-ranging interpretation and, therefore, also have the potential to cause controversy and create tension between community groups whose opinions may differ. The flying of any flag must be viewed in the context in which it is flown or displayed. Factors affecting the context include the manner, location and frequency with which flags are flown. The Council has a responsibility to carefully consider the potential impact upon its communities of flying flags from its properties and how that action may be interpreted.
- 1.3 Flags are traditionally flown by the Town Council for a variety of reasons; to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.
- 1.4 As from Summer 2021, government guidance states that UK Government building flagpoles should not remain empty; the default should be flying the Union Flag if no other flag is being flown. The guidance is aimed at UK Government buildings; however, they encourage local authorities and other local organisations to follow suit where they wish to fly flags.
- 1.5 Under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, for planning permissions, flags are normally treated as a form of advertising. Therefore, some flags require formal consent from the planning authority before they may be displayed. However, there are categories of flags which do not require consent from the local planning authority. These are:
 - the national flags of any country;
 - the flags of the Commonwealth, the European Union and the United Nations;
 - the flag of any island, county, district, borough, parish, city, town or village;
 - the flag of the Black Country, East Anglia, Wessex; any part of Lincolnshire, any Riding of Yorkshire; any historic county;
 - the flag of St David and St Patrick;
 - the flag of any administrative area within any country outside of the UK;
 - the flags of His Majesty's forces;
 - the Armed Forces Day Flag.

The Council has the freedom to fly flags of this category on any day of the year.

- 1.6 There are a number of categories of flag that may be flown without consent, but which

are subject to certain planning restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags. This applies to flagpoles located on a building or within the grounds of a building. These include:

- 'house flags' that display the name, emblem, device or trademark of the company (or person) occupying the building from which they are flown (or this may refer to a specific event of limited duration that is taking place in the building from which the flag is flown);
- any sports club (but cannot include sponsorship logos);
- the horizontal striped rainbow flag, such as the "Pride" Flag – this flag is an international symbol of the lesbian, gay, bisexual and transgender social movement. It is commonly flown by Local Authorities round Britain during local Pride celebrations in order to demonstrate their commitment to equality and the inclusion of all citizens, as it is widely interpreted as a universal symbol of freedom rather than the emblem a 'political' group;
- specified award schemes (such as 'Investors In People', 'Eco-Schools' and 'Green Flag').

2. Information

- 2.1 Swaffham Town Council owns and maintains the flagpoles on the Town Hall and several flag brackets located within the Town Centre as indicated on a map in Appendix 1.
- 2.2 The flagpoles on Town Hall are the main flagpoles for the Town and the Union Flag will fly on the highest, central pole (superior position) every day of the year unless special occasions are provided otherwise. A list of other flags flown and the agreed period of time on recognised days is attached as Appendix 2 to this policy.
- 2.3 The flag brackets in the Town Centre are only used for occasions predetermined by the Town Council, such as Norfolk Day when the Norfolk Flag is flown. These are shown in more detail in Appendix 2. Requests to fly flags from these locations will be considered on a case-by-case basis with agreement from the Town Council.
- 2.4 The Grounds Team will raise the appropriate flag on the Town Hall at 8.00am and on a recognised flag flying day. The Flag will be flown until the following morning unless specified otherwise.
- 2.5 When a flag flying day falls on a weekend the flag will be raised at 12pm on a Friday and lowered at 8:00am on a Monday.

3. Union Flag Flying Days

- 3.1 The Department for Culture, Media and Sport provide a guidance list of recognised days for flying the Union Flag, these are as follows:

- **13 March:** Commonwealth Day (second Monday in March)
- **9 April:** His Majesty's Wedding Day
- **6 May:** Coronation Day
- **17 June:** Official Birthday of His Majesty The King
- **21 June:** Birthday of The Prince of Wales
- **17 July:** Birthday of The Queen Consort
- **8 September:** His Majesty's Accession
- **12 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of His Majesty The King

Also: The day of the opening of a Session of the Houses of Parliament by His Majesty, and the day of the prorogation of a Session of the Houses of Parliament by His Majesty. Flags should be flown on these days even if His Majesty does not perform the ceremony in person.

3.2 Dates for all flag flying should be checked on an annual basis at www.gov.uk

4. How should the Union Flag be flown?

- 4.1 The flag must be flown the correct way up, see www.flaginstitute.org/wp/ for further details. The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left-hand side of the flag nearest the flagpole;



5. Flying the Union Flag at Half Mast

- 5.1 According to the College of Arms website, the Union Flag shall be flown at half-mast in the following circumstances:

- From the announcement of the death of the sovereign until the funeral.

In the following cases, half-masting's will be by special command from His Majesty:

- On the death of a member or near relative of the Royal Family or the funeral of members of the Royal Family
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom
- Any other occasions as commanded

- 5.2 The Department of Culture, Media and Sport will inform Government departments of any other occasions when His Majesty has given a special command. The College of Arms will publish details of half-masting instructions

for the information of local and national government and any other interested bodies or individuals.

- 5.3 Local government bodies are permitted to fly the Union Flag at half-mast to mark local as well as national commemorations or losses, including the death of present Councillors or past Mayors. In this case flags would be flown at half-mast for one day.

- On the death/ funeral of a serving officer in the Armed Forces from the town.
- On Holocaust Day in January.
- On the death/funeral of a serving Town Councillor, local Unitary Councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

6. How should flags be flown at half-mast?

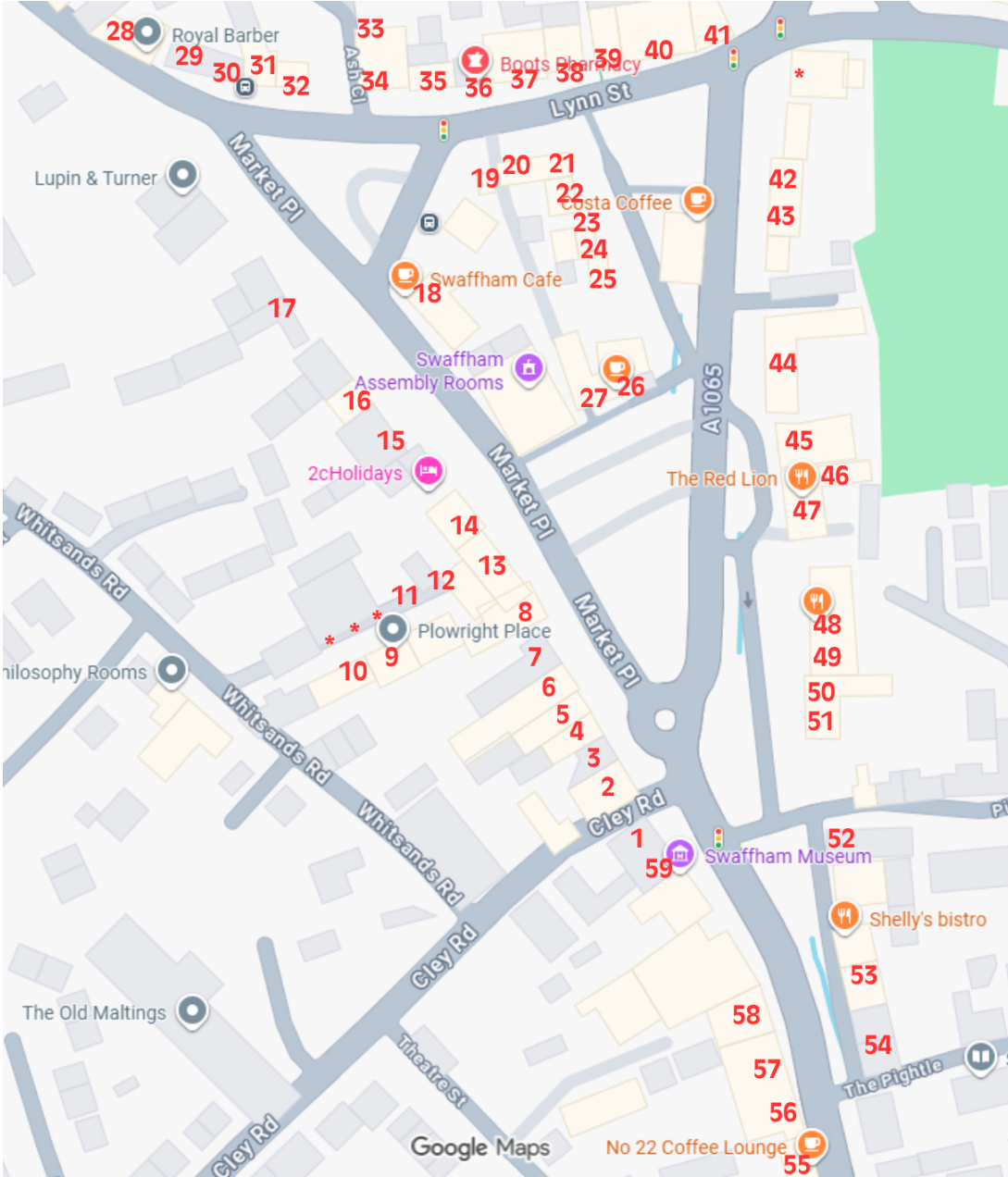
- 6.1 When flags are to be flown at half-mast, they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.
- 6.2 When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.
- 6.3 When flag flying days coincide with days for flying flags at half-mast, flags should be flown right up, unless special commands are received from His Majesty to the contrary.

7. Other Flags

- 7.1 Other flags, as set out in Appendix 2 to the Policy will be flown next to the Union Flag on the Town Hall, allowing for the Union Flag to be flown in the superior position all times.
- 7.2 The Council shall reasonably consider any request for the flying of a flag that does not contradict the principles of this Policy. Such flag requests shall be considered on a case-by-case basis with delegated authority provided to the Town Clerk to consider such requests.

July 2026 Review Bi Annually

APPENDIX 1 – FLAG BRACKETS LOCATED AROUND SWAFFHAM TOWN



No	Flag pole location	No	Flag pole location
1	The White Hart	30	Swaffham Toys X2
2	Puff & Stuff	31	Aclass Barbers
3	Pedlar's Corner Cafe	32	Swaffham Kebab
4	Mr Chips X2	33	Ban & Arrow
5	Tutankamuns X2	34	Cape Amethyst
6	The Works	35	WH Brown
7	Well Pharmacy	36	Boots
8	Pact	37	Well Bread X2
9	Waterbaby Crafts	38	MG
10	Teapot Cafe	39	Sue Ryder
11	Barrows Books	40	Morrisons
12	Inkaroo	41	Gold Shop
13	Coral/ Rasputin X2	42	Fork and Fun
14	Subway	43	The Town Barber
15	Azoth a	44	Iceland X3
16	Air	45	Norfolk Agents
17	Old School X2	46	Starlings X2
18	Swaffham Cafe	47	Red Lion x3 (not STC owned)
19	Azoth b	48	Mother Hubbard
20	Nationwide	49	Choice Homeware X2
21	Inheritance	50	Osteopath
22	Building Society	51	The Greyhound x2
23	Break X2	52	Accountants (Air)
24	Nail 68	53	East Garden X2
25	Premier Travel	54	Ward Gethin Archer X2
26	Market Cross x2 (not STC Owned)	55	Valentinos X2
27	Ruffles	56	Antiques London
28	Royal Barbers	57	My Hills/ TB X2
29	Kings Arms	58	Blaines x2

APPENDIX 2

Union Flags – TOWN HALL

Occasion	Please refer to the DCMS website for current year's dates. https://www.gov.uk/guidance/designateddays-for-union-flag-flying
Commonwealth Day	
His Majesty the King's wedding Day	
St George's Day	
Coronation Day	
Birthday of His Majesty the King	
Birthday of the prince of Wales	
Birthday of Her Majesty The Queen	
Accession Day	
Remembrance Day	
Birthday of His Majesty the King	

Other – TOWN HALL

Date	Occasion	Flag	Duration	Remarks
23 Apr	St George's Day	St George's Cross	14 days to coincide with Town Flags	Patron Saint of England
24 Jun	Armed Forces Day	Armed Forces Day Flag		Date to be checked annually.
27 July	Norfolk Day	Norfolk Flag		

FLAGS TO BE FLOWN FROM THE TOWN CENTRE

Date	Occasion	Flag	Duration	Remarks
23 Apr	St George's Day	St George's Cross Flag	14-day duration	Patron Saint of England
24 Jun	Armed Forces Day	Union Flag		Date to be checked annually.
27 Jul	Norfolk Day	Norfolk Flag		
12 Nov	Remembrance Day	Lest We Forget Flag		