

Swaffham Town Council

Minutes of the Assets & Open Spaces Committee meeting held on Wednesday 29 July 2026 in the Town Hall

Councillors: K Alford, B Couzins, P Darby, G Eves, J Mander (Chairman), J Skinner and J Zielinski
Deputy Town Clerk: L Jarrett
Public: Seven

AO29/26 To receive apologies for absence

None.

AO30/26 Declarations of interest

Cllr Alford registered an interest in agenda item AO26.1 as she is an allotment holder.

Cllr Mander registered an interest in agenda item AO28.3 as it relates to a family member.

AO31/26 Public Forum

Five residents attending the meeting gave the reasons why they would like the proposed football goals to be erected on the green next to the Swan's Nest play area.

AO32/26 Minutes of the Assets & Open Spaces Committee held on 27 May 2026

One councillor stated that minute AO17 did not represent what was agreed at the meeting.

RESOLVED: The minutes of the Assets & Open Spaces Committee held on 27 May 2026 were agreed (six votes for and one vote against) and signed by the Chairman as an accurate record.

AO33/26 Outstanding actions

Allotment Tree

Still waiting additional quotes to remove the tree at Four Acres allotment site.

Town Planters

Awaiting Highway clarification regarding size of planter by the highway.

Meeting with Crocus Homes

Awaiting confirmation of meeting date.

AO34/26 Assets & Open spaces related issues from non-member councillors

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

AO35/26 Allotments

26.1 Management report from Deputy Town Clerk

The Deputy Clerk reported the waiting list is currently nine at Shouldham Lane, five at Tumbler Hill and four with no site preference. Five people were waiting for second plots. Reports have been received relating to vandalism on a couple of plots at Shouldham Lane. This included compost bin being emptied over a plot and the setting fire of a chicken coup. Holders were advised to report these incidents to the police. To celebrate Allotment Week, the Town Council, SCALGA and the Master Composters will be attending the market on Saturday 14 August.

- 26.2 To discuss and consider councillors proposal to amend current Allotment Rules

RESOLVED – It was resolved to amend the Allotment Rules as circulated in the meeting papers for approval at the September Assets meeting.

- 26.3 Report from SCALGA
Report received.

- 26.4 To consider request from SCALGA to erect shed on plot SL42

RESOLVED – No objection in principle but further details of size of the shed and a plan for the site required.

- 26.5 Report form Tumbler Hill
No report received.

- 26.6 Report from ESCAPE Project representative
No report received

AO27/26 Town Centre

- 27.1 **To discuss and consider email from a Councillor regarding the condition of the Recreation Ground**

Work has recently taken place at the Recreation Ground where hedges have been cut and Annies Garden tidied. Other jobs will be added to the works list. Concerns were raised with the security of the perimeter.

RESOLVED – It was resolved to add a discussion re the security of the perimeter of the Recreation Ground on the next Assets agenda.

- 27.2 To provide update on Public Toilet application and consider adding solar panels and a rainwater harvesting system to the public toilets planning application. The Building Regulation application will be made later this week. These plans will then be used to prepare the tender documents.

RESOLVED: It was resolved, 6 for and 1 against, to add the installation of solar panels to the current toilet planning application and collate estimates for the panels and rainwater harvesting system.

AO28/26 Open Spaces & Play Areas

- 28.1 Play Area Safety Inspection reports
Reports on Civic.ly.

- 28.2 To discuss and consider removing play equipment from Recreation Ground under 8's area

RESOLVED: It was unanimously resolved to remove the equipment.

- 28.3 To discuss and consider request for memorial bench on Recreation Ground

RESOLVED: It was unanimously resolved to grant the request for a memorial bench to be sited on the Southlands side of the Recreation Ground. No vote from Cllr Mander due to declaration of interest.

- 28.4 To discuss and consider request for bench maintenance donation

RESOLVED: It was unanimously resolved to agree the donation of £50 for the under 8's bench.

- 28.5 To discuss and consider request for football goals at Swans Nest
Four emails against the proposed goal posts were received and circulated to councillors before the meeting. A discussion took place about how difficult a decision this would be. Government policy is to get children outside and active and the area is a green space next to play area, big enough to accommodate goal posts and dog walkers. There is not a lot for children to do in Swaffham. It was proposed to consider the goal posts, seek out funding or a cheaper set of goals. It was also proposed for the families to fundraise towards the purchase. It was also proposed to consult further with residents from the development.

RESOLVED: It was agreed (five votes for and two against) to consider the goal posts, seek out funding or a cheaper set of goals and ask for the families to fundraise a contribution. It was also proposed to consult further with residents from the development.

- 28.6 To discuss and consider request from Icenii to install two benches outside the Community Centre
RESOLVED: It was unanimously resolved to agree to grant permission for two benches to be sited on Campingland site, near the new position for the Community Fridge.

- 28.7 To discuss and consider request for dog waste bin at Highfield Avenue
It was proposed to obtain quotes to purchase a dual use bin and SERCO costs to empty.
RESOLVED: It was unanimously resolved to obtain quotes to purchase a dual use bin and SERCO costs to empty and bring to the next meeting.

AO29/26 Cemetery and Churchyard

- 29.1 To receive update on The Chapel and Town Hall building asset inspection visit and related works
The painting and maintenance to the Town Hall windows and doors is now complete. The scaffold is to be erected later this week to repair the chapel spire with works commencing on Monday 3 August.

- 29.2 To discuss and consider cemetery road upgrade and possible provision of cemetery car parking
A discussion took place re the need for a five-year maintenance and repair schedule to include upgrade, repair and maintenance plans.

RESOLVED: It was resolved for Cllrs Alford and Zielinski to meet with Deputy Clerk to prepare a schedule of works to obtain quotes to resurface the main section of road from Brandon Road to the Chapel.

- 29.3 To discuss and consider amendments to Cemetery Rules and Regulations

RESOLVED: It was unanimously resolved to accept the amendments to the Cemetery Rules and Regulations. Deputy Clerk to upload copy to website and Cemetery noticeboard.

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

RESOLVED: It was unanimously resolved to accept the cheapest quote.

- AO31/26 To discuss and consider quotes for removal of dead tree on the Embankment at Northwell Pool**
Concerns were raised regarding the embankment wall. It agreed to have a site meeting to discuss way forward.

RESOLVED: It was unanimously agreed to arrange a site meeting before instruction of tree work.

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

RESOLVED: It was unanimously agreed to prepare a five-year plan for replacement fencing and consider making a Parish Partnership Funding.

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

RESOLVED: It was unanimously resolved not to consider boundary gates for the four main roads into Swaffham.

AO34/26 To consider a proposal from Cllr Anscombe, Breckland Ward Member, to make improvements to the footpath on Campingland, utilising, in part, the S106 contribution from the Specialist Support Housing Development (3PL/2023/1147/F) Former Sacred Heart School swimming pool
Councillors to consider items for the remainder of the s106 funds.

RESOLVED: It was unanimously resolved to agree to the proposal of relaying the trod.

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

RESOLVED – It was unanimously agreed to accept the quote for repairs to the sash windows and front columns of the Town Hall.

AO36/26 To review and adopt Town Council Policies:

36.1 Biodiversity Policy

36.2 Flag Flying Policy

RESOLVED: It was unanimously resolved to adopt both policies. It was agreed to add an appendix to the Biodiversity Policy from the Neighbourhood Plan showing a possible plan going forward. It was also agreed to add the subject of solar panels to the September agenda.

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

Meeting closed at 2.20pm

Chairman: _____

Date: _____