

SWAFFHAM TOWN COUNCIL

Minutes of the Open Spaces & Amenities Committee meeting of the Town Council held on Wednesday 28th May 2008 at 7.00 p.m. in the Council Chamber, Town Hall, Swaffham.

Present: - Cllr Shirley Matthews (in the Chair)

Cllrs: - Mr D. Harman, Mrs S. Lister, Mr F. Sharpe, Mrs J Skinner, Mrs T Jennison, Mr C Gunner, Mrs Christine Wright (SCALGA) and Mrs Polaine-Leonard (SCALGA).

Town Clerk: Mr R. Bishop
Assistant Clerk: Mrs R Noble

Public: 0

1. APOLOGIES FOR ABSENCE

1.1. There were no apologies for absence.

2. DECLARATIONS OF INTEREST

2.1. There were no declarations of interest.

3. MINUTES

3.1. The Minutes of 5th March were agreed and signed as a true record by the Chairman.

4. OPEN SPACES

4.1.1. Allotments

The Town Clerk reported the tracks and car parks are in progress and hopefully will achieve the desired improvement for access. There are other minor works which are still in progress relating to fencing, moving of gateposts, installing gateposts and numbering.

4.1.2. It was reported we have had reported misuse of the new track by the Water Tower by motorbikes. An allotment holder spoke to one motorcyclist and he has not been back to the allotments again.

4.1.3. The Town Clerk reported at Tumbler Hill we have a problem with wireworm which is under investigation.

4.1.4. It was reported at the SCALGA AGM last week that the Town Council was praised for the work which had taken place on the allotments.

4.1.5. . It was reported since the gate at Shouldham Lane has been moved it has dropped and is difficult to open.

It was agreed for the Town Clerk to contact the contractors and arrange for the gate to be hung properly.

4.1.6.. It was reported a Welcome Pack had been passed to the Town Clerk from SCALGA to look through and agree prior to giving to new allotment holders.

It was agreed for the Town Clerk to meet with Christine Wright to check the finer detail of the Welcome Pack.

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4.1.17. It was reported the National Allotment Week is 11th – 17th August and SCALGA are holding an open day on the allotment again this year, either the 10th or 17th August to be confirmed. All Councillors are welcome to attend.

4.1.18. A discussion took place with regards to how many plots an allotment holder can hold. It was suggested an allotment is normally 10 rods which is equal to 4 allotment plots.

4.2. Campinglands - Cemetery - Churchyard

4.2.1. The Town Clerk reported other than a tree coming down in the churchyard over the bank holiday weekend there is nothing further to report since the last meeting.

4.2.2. A question was asked are the Town Council responsible for the fence along the Campingland. The Mayor stated she would contact Jason Glasspole at Norfolk County Council to ascertain who is responsible.

It was agreed for the Mayor to contact Jason Glasspole at Norfolk County Council to ascertain who is responsible.

4.2.3. A short discussion took place with regards to lack of parking at the Campingland Doctors surgery, there were no conclusions reached or recommendations made.

4.3. Town Centre – including street furniture, lighting columns and hanging baskets

4.3.1. The Town Clerk stated he would be arranging a meeting with Chris Sugars from Norfolk County Council with regards to hanging baskets.

4.4. Northwell Pool

4.4.1. The Town Clerk reported the Duck Islands arrived earlier this month with a grant coming from Norfolk County Council and using some match funding from the Town Council. It is hoped that these will prove to be successful in conjunction with duck management to control the number of ducks in the area and encourage them to use the pool instead of resident's gardens as their home.

4.4.2. A management agreement is in place with Anglian Water and a management understanding has been reached with Norfolk County Council.

4.4.3. A structural engineer has been instructed to complete a report regarding the retaining wall. This is in a very poor condition and is undermined by the roots of large trees situated along the bank.

4.4.4. Other discussions regarding further improvements to Northwell Pool are on-going lead by the Project Officer David Bek.

4.5. The Shambles

4.5.1. There was nothing further to report since the last meeting.

5. COMMITTEE REPORTS

5.1. Market Committee

5.1.1. The Town Clerk reported the next Market meeting is on 30th June which is the annual traders meeting. Since the last Open Spaces meeting the Market Committee have agreed to try out a new layout in the centre of the Market Place, this will commence for this coming

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Saturday. The Council have one trader who is not happy with the new arrangement; a letter is circulated to the committee tonight with a map of the planned re-organisation which has been sent to the trader this morning which is self explanatory.

5.1.2. There is another issue relating to illegal trading outside the White Hart public house. The Council can stop the owner trading as he is within six and two thirds miles of the Market. He is trading illegally from the highway and the County Council have been informed. Breckland enforcement department could not help, we are awaiting the response from Jason Glasspoole at Highways.

5.1.3. A successful French Market was held on Sunday 20th April, they hope to repeat their visit in the autumn. This coming Sunday 1st June the Council have the first visit of an Italian Market and the Market Committee will consider an enquiry from a continental market who want to come to Swaffham in November or December.

5.1.4. The Committee gave permission for three further trial dates for the auction organised by Karl Bennett under the marquee. Unfortunately only one of these took place. The marquee was put up on the morning of the auction and it looks as if there will be no further interest at this stage.

5.2. Recreation Ground Project Sub-Committee

5.2.1. The Recreation Ground Committee have recently gone through the tendering process for their early years play scheme. The project is worth £50,000 with £45,000 coming from the Big Lottery under a wider scheme co-ordinated by Breckland Council. There were over 20 companies who expressed an interest in tendering and 12 who tendered. The successful company is Proludic who are based in Nottingham. The Town Clerk has been working with retired Quantity Surveyor Jim Mullenger on the detail of a contract. A draft model contract was supplied by Breckland Council. The contract will be sent to Proludic by the end of this week. The Council are grateful for the help that Jim continues to give, as his technical expertise is invaluable. The Deputy Town Clerk will Project Manage the work on site with Jim's assistance. The Council look forward to the installation of the new equipment later this summer.

5.2.2. The Town Clerk has been working with the Deputy Town Clerk on a grant application to WREN under their community challenge programme. The deadline for the application which needs to include a business plan is this Friday 30th May 2008. This project is worth £249,100 to provide a Community Building on the Recreation Ground to include toilets, kitchen, youth room and community room. There would be various uses of the building ancillary to using the Recreation Ground. Interest has been shown by many community groups including the Scouts, Cubs, Guides, Brownies and the Youth Town Council. It is also planned to use the building at various times for a community café. The Town Council have fully endorsed the project following a recent consultation exercise. Breckland Council have been consulted regarding 3rd party funding which is 11% of the project cost, if this is not forthcoming then the Recreation Ground Committee may have to fund this cost out of their match funding set aside for the overall regeneration scheme for the Rec. Following this assessment at stage one applicants will be notified in July whether they have been selected to go forward to the second stage where projects will be judged. Judging will take place at the end of October. Judges recommendations will then be put to the WREN board of directors in December. Announcement of the winners will be early in 2009 at an award ceremony.

5.3. Town Group – Town Plan

5.3.1. It was reported the Town Group had an excellent workshop evening on 7th April at the Assembly Rooms. Each of the four thematic forums showcased their findings from the town health check/survey being carried out over the past year. The Group next meet on Monday 16th June to take things forward to the next stage. The officers have already met to assess where each group are with their part of the Town Plan, each of the thematic forums will meet separately prior to then to enable them to give an informed report.

6. CIVIC AMENITIES

6.1. Honorary Citizen

It was reported the former Mayor Mrs. Pam Buxton was chosen out of the four local people nominated to become Honorary Citizen. She was honoured at the Mayor’s reception on 18th April in the Assembly Rooms. The award has been widely received as well deserved by people in the town and in particular those who Pam has worked with as a Councillor and very active member of various community groups for many years.

6.2. Mayoral duties including the Mayor’s Reception and Civic Service

The Mayor Cllr Shirley Matthews has been elected for a third consecutive term with Cllr David Harman elected as Deputy Mayor. Former Deputy Mayor Cllr David Butters raised the role of the Deputy Mayor. It was suggested the Mayor and Deputy Mayor discuss the role of Deputy Mayor and report back to the Town Clerk to formalise a guide and assist whoever holds the position.

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6.3. Pedlars Sign - The Buttercross - Town Clock - War Memorial.

6.3.1. The Clerk reported there is nothing to discuss on the Pedlar Sign or the Buttercross.

6.3.2. There has been a few teething problems with the Town Clock which have been resolved with Ian Haward the clock restorer and the bell ringers. The Town Clerk and Assistant Town Clerk met representatives on site. Procedures have now been put in place so that each knows what they are doing and the chiming is not affected.

6.3.3. The new plaque on the war memorial will be installed next month in time for it’s unveiling at the Veterans Day parade on Sunday 29th June. This event is being organised by the Royal British Legion and the Royal Naval Association.

7. DATE OF NEXT MEETING

7.1. The Date of the next meeting is Wednesday 3rd September 2008

The meeting closed at 8.03p.m. Chairman