

**SWAFFHAM TOWN COUNCIL**

Minutes of the Open Spaces & Amenities Committee meeting of the Town Council held on Wednesday 5<sup>th</sup> March 2008 at 7.0p.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 and  
Mrs Christine Wright (SCALGA).

Town Clerk:	Mr R. Bishop
Deputy Town Clerk:	Mrs M. Meyrick
Public:	0

**1. APOLOGIES FOR ABSENCE.**

- 1.1. Cllr Terry Jennison.
- 1.2. Mrs S. Polaine-Leonard.

**2. DECLARATIONS OF INTEREST – for items included on the Agenda.**

- 2.1. None received.

**3. MINUTES**

3.1. The minutes of the Open Spaces meeting for the 23<sup>rd</sup> January 2008 were agreed and signed as a true record by the Chairman.

**4. A REPORT FROM THE TOWN CLERK:**

**4.1. Allotments**

The Town Council were unable to make a decision regarding remedial work required on the access tracks at their last meeting. It is hoped that a final decision will be taken next Wednesday. Estimates range from £25,000 to £75,000. There are bits and pieces of fencing to be carried out in the coming weeks at both sites. Regular cultivating of vacant sites and grounds maintenance contracts are also in place for the summer season.

The committee were given a draft allotment agreement for approval with recommended changes that were highlighted red. It was mentioned that the use of poly tunnels is not mentioned which should be included. Mrs Wright requested that she take this to SCALGA to look at.

<b>It was agreed for Mrs Wright to take the draft allotment agreement to SCALGA for comment and to bring them to the next meeting.</b>
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A question was raised relating to section 21 which allows horses on the allotments. It was stated that there was concern regarding health and safety. The Town Clerk informed the committee that permission had been sought from the Secretary of State to allow horses on the allotments.

It was also stated that under section 3 it should state that only the sale of surplus crops are allowed to be sold. Under section 11 – to remove any trees/fruit trees.

Mrs Wright commended Ray Overman for the work he had carried out at Tumbler Hill. It was also stated that a couple of allotment holders were asking when the manure would be ready for collection from Chalk Farm. The Town Clerk informed the committee that Mike

Dye would be at Chalk Farm ready for allotment holders to make their collection. The Town Clerk will be checking that all the numbering has been completed.

It was reported that SCALGA are working on a website which will have a section that depicts the history of the allotments. It is SCALGA's wish to have a link to the town council's website.

#### **4.2. Campinglands - Cemetery - Churchyard**

It was reported that gravestone safety testing will be arranged from the beginning of next month. It was also reported that children are throwing rubbish over the wall from Hamonds.

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

The Town Council are awaiting a progress report from Chris Sugars on the outstanding issues relating to hanging baskets in the Town Centre. A review was due to take place in respect of new lighting columns put up two years ago and the possibility of bringing forward a programme for 10 or 12 lights in the PFI replacement scheme.

#### **4.4. Northwell Pool**

An agreement has been reached with Anglian Water on a regular maintenance programme for Northwell Pool, also an initial clear up operation which has already commenced. Details of the formal agreement are in front of the Town Council for approval at their next meeting.

A similar agreement was not possible with Norfolk County Council who already have an arrangement with Breckland Council for general maintenance of the road. However, Highway Engineer Jason Glasspoole will be trying to raise the standard of the maintenance with Breckland. The Town Clerk has a meeting with him next week. Norfolk County Council is very interested in making the road more pedestrian friendly and allowing cycle access. This will be in a further enhancement scheme.

The floating island will be in place during April, Norfolk County Council have pushed their grant into the financial year 2008/09 to allow this to happen.

The other scheme currently in progress is to obtain funding for a boardwalk that improves pedestrian access around a dangerous corner of New Sporle Road, this will be over the Pool itself. Norfolk County Council will contribute to the cost the finer detail is still to be confirmed.

It was asked if Anglian Water is going to contribute to the boardwalk scheme which they are not. The scheme has not been fully costed out as yet. WREN is interested in it and there is a possibility that Norfolk County Council will give a donation. Match funding will have to come from the Town Council.

#### **4.5. The Shambles**

The Town Council are now the proud owners of three small areas within the Shambles. Discussions are underway with the Solicitor at Breckland Council who is preparing a statutory declaration route towards formal ownership of the remaining land. This will take a little more time to resolve but there is light at the end of the tunnel at last. The Town Clerk is dealing with the ownership issues. The Project Officer is developing an improvement programme for the Shambles based around issues raised in the consultation.

#### **4.6. Market Committee**

The next Market Committee meeting is on 28<sup>th</sup> April. At the previous meeting in January the Committee were looking at the trial period of the auction carried out by Karl Bennett with the

introduction of a marquee in the town pit. Whilst the trial was not regarded as a failure, the emphasis was shifted to the auctioneer to take an initiative with regards to extending the trial period for a further period of three months. The committee agreed the additional trial, but until today Mr. Bennett has not come forward to extend the trial. He would like to run an auction on 15<sup>th</sup> March; this would be too soon to get permission from Breckland Council or notify the traders who would have to move to accommodate the marquee. The Deputy Town Clerk has asked whether he is interested in the months of April or May etc.

The Committee also discussed other aspects of the Market, how to bring the numbers back to its full quota etc. But as fast as we are getting new traders interested others are moving on, it is a difficult task.

**4.7. Recreation Ground Project Sub-Committee**

The Recreation Ground Committee have recently discussed tendering for the play equipment being funded by the successful bid of £45,000 from the Big Lottery in association with Breckland Council. The Deputy Town Clerk has attended a workshop at Dereham giving guidelines on how the tendering process works. The next stage will determine the timescale for delivery and installation.

**4.8. Town Group – Town Plan**

There is a Town Group workshop evening planned for Monday 7<sup>th</sup> April 7pm – 9pm at the Assembly Rooms. This is where the early results and findings of the health check for all four thematic working groups will be showcased. The displays will be left in position until after the Annual Town Assembly on Tuesday 15<sup>th</sup> April.

**5. CIVIC AMENITIES – issues reports and recommendations by the Town Clerk**

**5.1. Honorary Citizen nominations**

The Town Council have made their decision on the Honorary Citizen and this will be announced next Wednesday at the full Council meeting.

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

The Mayor’s Reception is on Friday 18<sup>th</sup> April.

**5.3. Pedlars Sign - The Buttercross - Town Clock - War Memorial.**

The new inscription on the War Memorial has been ordered ‘IN MEMORY OF THE FALLEN OF EAST ANGLIA 1945 – TO PRESENT DAY – LEST WE FORGET’ – this will be unveiled on the Annual Veterans Day on Sunday June 29<sup>th</sup>. The Mayor and Town Clerk have been meeting with representatives of the Royal Naval Association and the Royal British Legion.

It was reported that the Town Clerk will be meeting with Jason Glasspoole from County to discuss the directional sign that obscures the Pedlar sign.

**6. Date of next meeting.**

7.1. The next scheduled meeting is on Wednesday 7<sup>th</sup> May 2008.

Meeting closed 7.50pm.

\_\_\_\_\_Chairman