

SWAFFHAM TOWN COUNCIL

Minutes of the Open Spaces & Amenities Committee meeting of the Town Council held on Wednesday 3rd September 2008 at 7.30 p.m. in the Council Chamber, Town Hall, Swaffham.

Present: - Cllr Shirley Matthews (in the Chair)

Cllrs: - Mr D. Butters, Mr D. Harman, Mrs S. Lister, Mr F. Sharpe, Mrs J Skinner,
Mrs Christine Wright (SCALGA).

Town Clerk: Mr R. Bishop
Assistant Clerk: Mrs M Meyrick

Public: 0

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

- 2.1. There were no declarations of interest.

3. MINUTES

- 3.1. The Minutes of 28th May were agreed and signed as a true record by the Chairman.

4. OPEN SPACES

4.1. Allotments

The committee were given a separate report (appendix 1) regarding allotment holders who have been or in the process of being put under notice.

Other issues:

Shouldham Lane – It appears the long grass on the allotments is not being cut down prior to cultivating, as it is still evident after cultivation. The long grass and soil is being pulled onto the roadways of the allotments. Two posts have been knocked down.

Tumbler Hill – Some of the vacant allotments looks good and are ready for tenants to move onto.

Shouldham Lane & Tumbler Hill – In general, there are tenants who have not carried out work on their allotments and vacant allotments have been used as a dumping ground.

Tumbler Hill – Some of the fencing which has been erected by contractors has been removed and replaced with new, some fencing and posts are missing completely. 14a and 14b, numbered as 14.

Days Field – An area at the top bordering the road and an adjacent house has been fenced off. The fence will be removed in the near future.

The Committee were happy with the actions that have been taken so far but it was noted that the ploughing at Shouldham Lane is not the same standards as it is at Tumbler Hill. There are two people carrying out the work at the sites. It was thought prudent that the gentlemen could be shown both sites to ascertain the standard required.

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4.2. Campinglands - Cemetery - Churchyard

The annual tree trimming has taken place recently. It was asked if the trees that overhang the house on Mangate Street could be looked at.

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

Unfortunately time has got away from us this year, but it is hoped to resolve the long term future of hanging baskets during the autumn/winter period for next year.

4.4. Northwell Pool

The Duck Islands seem to have been a success, similarly the arrangement with Anglian Water is working well. Further improvements are on the way following discussions with the County Council via the Local Highway Engineer.

A preliminary report has been received from the structural engineer relating to the condition of the retaining wall. Further scrub has to be removed before the report can be completed. This will be done shortly and on receipt of the final report the remedial work will go out to tender to enable budget figures to be put forward in December.

4.5. The Shambles

This issue is in abeyance until the Town Clerk can schedule a further meeting with Breckland Council's in house solicitor Lloyd Gibson.

5. CIVIC AMENITIES

5.1. Honorary Citizen – photographs & badges.

These issues were placed on the agenda as a reminder that they have not been completed. It is something that will be worked on during the autumn and winter months.

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

The role Deputy Mayor needs to be discussed by the Mayor & Deputy Mayor and then to discuss with the Town Clerk. The aim is to provide a guide for whoever holds the position. It was thought a good idea for the Civic Service and the Mayors Reception to be the same date each year.

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

There is nothing to report on the Pedlar's Sign, the Buttercross or the Town Clock. It was reported to the meeting that the clock was 15 minutes out last week. The Assistant Town Clerk has been in contact with the bell ringers recently about this issue.

The face of the War Memorial has recently been damaged on the side where the new plaque has been erected. The production company of Kingdom are responsible, as they requested to do some filming at the memorial. In covering up one section they have taken some of the enamel paint off the lettering. They are paying for the damage which Bretts of Watton will carry out. They are also paying for the seat to be placed back in position on that side of the memorial too!

6. COMMITTEE REPORTS

6.1. Market Committee

The Market Committee meet later this month on 29th September. There are one or two issues being dealt with by the Council next week at their meeting. In general the Market has settled down since the changeover in the central area.

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6.2. Recreation Ground Project Sub-Committee

The new play area was not completed on time and the opening event had to be cancelled. The safety inspection was carried out last Tuesday but there are a couple of issues that are of concern. The Deputy Clerk has sent an e-mail to the company including the Directors PA with the concerns.

There is no news to report with regards to the grant application to WREN for the log cabin but it is understand the projects are being looked at very shortly.

6.3. Town Group – Town Plan

The Town Group currently have a number of documents in draft doing the rounds. The final version of these reports will be published as soon as all the l's are dotted and t's crossed.

6.4. Finance & General Purposes Committee – forthcoming budget considerations.

The Budget meeting is on 3rd December 2008, the Town Clerk will require any budget considerations to be forwarded to him by the end of October. The bulk of the work is done from now through to the end of October. It will be published as a draft document on Wednesday 19th November (two weeks prior to the meeting). It will be available in early draft form to the Finance Committee on Wednesday 12th November. All Committees including the Open Spaces Committee can make recommendations or requests for items to be included, increases or decreases on the current years figures

7. Date of next meeting

7.1. Wednesday 19th November 2008.

The meeting closed at 8.25p.m.

Chairman

APPENDIX 1

Open Spaces Meeting Wednesday 3rd September 2008

Report on tenants given one months notice.

11 Shouldham Lane – No correspondence received or work carried out from day notice given. Terminate 15th September 2008

13 Shouldham Lane - No correspondence received or work carried out from day notice given. Shed has been taken away. Notice period expired 1st September, STC have taken vacant possession.

26 & 27 Shouldham Lane – No correspondence received or work carried out from day notice given. Terminate 15th September 2008

31 Shouldham Lane - No correspondence received or work carried out from day notice given.

Terminate 15th September 2008 – Letter received 3rd September asking more time.....

39 Shouldham Lane – Mr Darkins also has number 38 which he has worked, he came into the office and said he was looking to work on number 39 soon. He was advised to write in so his letter could go to the Open Spaces meeting, we have received a letter and from the photograph it appears he has started to cut the grass down. Give another chance.

40 Shouldham Lane – No correspondence received or work carried out from day notice given. Terminate 15th September 2008

50 Shouldham Lane – Mr Blythe came into the office and said his wife had just had a baby and with sleepless nights he had been too tired to do the work. He was advised to write in so his letter could go to the Open Spaces meeting, we have not received a letter but from the photograph it appears he has not carried out any work. Terminate 15th September 2008.

104 Magazine Field - No correspondence received or work carried out from day notice given.

Terminate 15th September 2008.

14 Four Acres - David Wickerson has given notice should be vacant by 5th September.

20 Four Acres – Paul Darby, Everything still in the same place from 11th August, no work carried out.

2 Tumbler Hill – Correspondence has been received from Ms Taylor to continue with the allotment, due to a hip operation for one lady and high work load for the other they have not been able to work on the allotment but would like to be given another chance as they can start on it again shortly. Give another chance.

9 Tumbler Hill – Correspondence has been received saying it has been an uphill battle to fight the weeds etc. We possibly need to clear the access better and them another chance. Plus we have not yet cut back the hedge and fenced along the old railway line yet.

10 Tumbler Hill - No correspondence received or work carried out from day notice given. Terminate 8th September 2008.

15b Tumbler Hill - No correspondence received or work carried out from day notice given. Terminate 8th September 2008.

30 Tumbler Hill - No correspondence received or work carried out from day notice given, only garden rubbish dumped on the allotment. Terminate 8th September 2008

31 Tumbler Hill – Letter of apology received with a cheque for £25 to help towards clearance.

45 & 46 Tumbler Hill – Correspondence received requesting more time, a little work has been carried out since the notice was given. Give another chance.