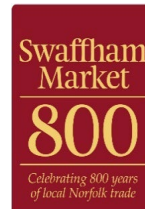




# Swaffham Town Council

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## Swaffham Town Council Assets and Open Spaces Committee

You are hereby summoned to a meeting of the **Assets and Open Spaces Committee** on **Wednesday 27 July 2022 at 6.30p.m.** in the Town Council Chamber

N.B In the case of non-members this agenda is for information only.

Helen Carrier  
**Deputy Town Clerk**

### AGENDA

- 1 **6.30pm (1 min)**  
**To receive apologies and reasons for absence**
- 2 **6.31pm (1 min)**  
**To receive declarations of interest for items on the agenda**
- 3 **6.32 (1 min)**  
**To receive and agree Minutes: 30<sup>th</sup> March 2022**

### **6.33pm (15 mins)**

To adjourn the meeting to allow any members of the public to address the Assets and Open Spaces Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)

- 4 **6.48pm (12 mins)**  
**To report on outstanding actions agreed at previous meetings (*not included elsewhere on the agenda*)**
  - 4.1 Orford Rd Embankment – update on adoption of small area by a resident
  - 4.2 Tree projects update
  - 4.3 Public toilets – to receive a final report
- 5 **7.00pm (2 mins)**  
**To receive and consider any Assets and Open spaces related issues from Non-Member Councillors (*at the Chairman's discretion, prior notification must be received*).**
- 6 **7.02pm (8 mins)**  
**Allotments - To receive a general report:**
  - 6.1 \*\* Management of the allotments by the Deputy Town Clerk following a site inspection.

- 6.2 Report re- installation of Scribe software.
- 6.3 Report from SCALGA representative.
- 6.4 Report from Escape Project representative.

**7.10pm (10 mins)**

**7 Orford Rd Play area to receive an update on the project progress: -**

- 7.1 Installation of play equipment by Eibe
- 7.2 \*\* Consideration of further Litter Bins at Orford Road (and other potential locations for litter bins) – suggestion by resident
- 7.3 Planning for 'Funday' official opening event

**7.20pm (10 mins)**

**8 To receive an update on the Town Centre: -**

- 8.1 New benches and memorial plaques as part of the HAZ project
- 8.2 \*\* Removal of trees at War Memorial/lopping of trees in Town Centre update, request from Breckland and recommendation from Planning Committee
- 8.3 \*\* Telephone Box – add to asset Register – explore ideas for future use (potential site for defibrillator or planting etc)
- 8.4 Damaged Bollards at War Memorial - update

**7.30pm (10 mins)**

**9 To receive and consider issues at Public Open Spaces & Play Areas:**

- 9.1 \*\* Play Inspection report from 2021 – external risk management
- 9.2 Arrangements for Play Inspections for 2022 – June/July – external risk management
- 9.3 Consideration of internal monitoring arrangements for actions identified in Play Inspection reports – both external and internal – with a review/completion date.
- 9.4 Consideration of request to use Recreation Ground in the autumn for sports and leisure.

**7.40pm (10 mins)**

**10 \*\*To receive and consider issues at the Cemetery:**

- 10.1 Information on Cemetery of the year awards and progress on entry of the competition to coincide with the centenary of the Cemetery which is in November 22.
- 10.2 Consideration for signage improvements – issue raised by a local resident.
- 10.3 \*\* Request for memorial outside of normal criteria.
- 10.4 Report of damage to memorial by mower.
- 10.5 Report re-installation of Scribe software.
- 10.6 \*\* Permission requested for bench near a grave.

7.50pm (10 mins)

- 11 **\*\*To receive and consider issues at the Churchyard:** Tree Report in regard to three trees on Western boundary of the Churchyard – agree any action(s) to take -re- Breckland Tree Officer, Faculty and/or Removal/Maintenance Work.

8.00pm (5 mins)

- 12 **To finalise details of application for Town Estate funds for Town improvements:** re-additional streetlight in Churchyard and Street Furniture in Town Centre (Bins etc).

8.05pm (10 mins)

- 13 **To receive and consider report of inspection/site visit at Redlands Park with Avant Homes, NCC Highways, Breckland S.106 officer** – practical issues identified re-street lighting, public open spaces/play areas, outstanding works for split tree, lights in wrong position etc.

8.15pm (2 mins)

- 14 **To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda** (*prior notice must be given*).

8.17pm (1min)

- 15 **To agree a date for next meeting and items for a future agenda:** Monday 30<sup>th</sup> May 2022 in the Town Council Chamber

- 16 **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**  
**CONFIDENTIAL BUSINESS** following the exclusion of the public and press

8.18pm (7 mins)

- 17 **\*\* To receive and consider pre-contract report of inspection/site visit at Redlands Park with Avant Homes, NCC Highways, Breckland S.106 officer** – re-street lighting, public open spaces/play areas, pre-adoption issues to refer to full Council re-adoption/S.106 commuted sum.

8.25pm (5 mins)

- 18 **To receive and consider updates for**
- 18.1 Shambles - to note the transfer of land from Breckland and confirm next steps
  - 18.2 Town Pound – update
  - 18.3 Church Wall finalised agreements - update
  - 18.4 Buttercross – land registry update

8.30pm Close

NB Approximate time guide for the meeting