



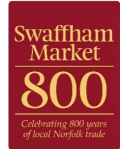
# Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

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PLEASE REPLY TO: Helen Carrier, Deputy Town Clerk email: [deputyclerk@swaffhamtowncouncil.gov.uk](mailto:deputyclerk@swaffhamtowncouncil.gov.uk)



## **Assets & Open Spaces Committee**

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

NB In case of non-members this agenda is for information only.

*Helen Carrier*

Helen Carrier

**Deputy Town Clerk**

**Committee members are as follows:**

**Councillors:** J Anscombe, S Bell, W Bensley, P Darby, G Edwards, K Oliver, L Scott, J Skinner

**Non-Voting Advisory Representatives** Reps from Escape and Scalga

Summons issued on 22 July 2022

### **AGENDA**

1. To receive apologies for absence
2. To receive declarations of interest for items included on the agenda
3. To adjourn the meeting to allow any members of the public to address the Assets & Open Spaces Committee in a PUBLIC OPEN FORUM (maximum of 15 minutes)
4. **\*\*To receive and agree the Minutes of the last meeting held on 1 June 2022**
5. To report on outstanding actions agreed at previous meetings (not included elsewhere on the agenda)
6. 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)
  - 6.1. [Northwell Pool – consider recent correspondence](#)
7. Allotments - to receive a general report:
  - 7.1. [Management of the allotments by the Deputy Town Clerk following a site inspection](#)
  - 7.2. Report from SCALGA representative
  - 7.3. [Report from Escape Project representative](#)
8. Orford Road
  - 8.1. [Crime prevention report](#)
  - 8.2. Report on Launch event
9. To receive an update on the Town Centre
  - 9.1. Update on Litter bins/benches
10. To consider “1 Million Trees for Norfolk”
  - 10.1. [Orford Road](#)
  - 10.2. [Cemetery hedging](#)
11. To receive and consider issues at Public Open Spaces & Play Areas
12. To receive and consider issues at the Cemetery
  - 12.1. [To consider installing concrete strips for headstone placement](#)

12.2. [Update on Cemetery of Year Award](#)

It was noted the application had been submitted.

12.3. [Permission requested for bench near a grave](#)

**13. To receive a report on the Churchyard streetlight**

**14. \*\*To review and adopt the following policies:**

14.1. [TC 112 Fly Grazing Policy](#)

14.2. [TC 113 Flag Raising Policy](#)

14.3. [TC 103 Swaffham Gypsy & Traveller Policy & Procedure](#)

14.3.1. [TC 103 ii Appendix A & B Traveller Incursion Form](#)

14.3.2. [TC 103 ii Appendix C Norfolk Unauthorised Encampments Protocol](#)

14.4. [TC 004 Grave Digging Policy](#)

14.5. [TC 104 Metal Detector Policy and application form](#)

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

**16. To agree the date of the next meeting for Monday 28 September 2022 to be held in the council chamber at the Town Hall, and agree items for a future agenda**

\*\* indicates further information has been circulated with the agenda