

Swaffham Town Council

Minutes of the **Estates, Heritage, Town Hall & Site Maintenance Committee** meeting held on **Monday 19th October 2020** at **4.00pm** via virtual link.

Councillors: Mrs J Anscombe (Chair), Mr P Darby, Mr G Edwards, K Sandle, L Scott

Deputy Town Clerk: Mrs C Smith
Office Administrator: Mrs H Duggan

Swaffham Heritage: Dr S Gattuso, Mrs A Fairweather

1. Apologies for absence

Cllr J Skinner – prior commitment
Claire Cotterill, Icen Partnership – work commitments

<u>Action</u>

2. Declarations of interest for items on the agenda

There were no Declarations of Interest noted.

3. Minutes

Swaffham Heritage asked to amend item 4.4 to read – “The Museum Trustees had reviewed and agreed to accept the Council proposal”

The amendment request was approved and minutes of the Estates, Heritage, Town Hall & Site Maintenance Committee meeting held on Wednesday 5th August 2020 were then agreed and signed by the Chairman as an accurate record of the meeting.

4. Outstanding actions agreed at previous meetings

4.1. Museum

Certificate for emergency lighting works

It was noted this was now complete.

Museum Foyer Cleaning

It was confirmed the main foyer was being cleaned every morning by the Town Hall staff and the Museum Trustees wished to recognise the excellent work being done.

Fire Alarm Practice

It was acknowledged a Fire Drill was outstanding for both the Museum and Town Hall, this continued to be delayed due to Covid.

Asset Register and Swimming Pool Land documents

This was now complete.

CS, PW

4.2. STC

TIC agreement

It was noted the agreement had now been signed by the Town Council and had been passed to the Museum for a corresponding signature.

Magazine Store update

Cllr Scott provided a brief update on the progress so far including a potential company to provide a quote to undertake the roof works.

<p>It was agreed for Cllr Scott to obtain a quote for the roof works for consideration by the Committee.</p>

Planned preventative Maintenance PPM update

There was no further progress to report at the moment; the spreadsheet has been created however needed further input from the Works Manager.

Initials: _____

5. Estates related issues from Non-Member Councillors

There were no issues highlighted

6. Issues relating to Swaffham Heritage and the Town Hall**6.1. Communication/liaison**

Museum Trustees thanked the Council for the loan papers previously requested. It was noted the dates for the Estates Committee were out of sync with the Museum Trustees meetings however this would be rectified by the January 2021 meeting. It was highlighted that there was a leak in the Carter Room, water had been seen running down the chimney following the recent heavy rains however had since been cleared up.

6.2. Guttering at the front of the building

The Deputy Clerk advised that after a recent flood the Town Clerk had arranged for builders to come to the Town Hall and look at the problems, which also included the Carter Room/chimney, cellar, disabled toilet etc. A dehumidifier was in place to help dry out the moisture.

The builders highlighted a number issues, including the guttering and a quote had now been received for the work which included scaffolding etc. Once the quote was approved the Council outside team would be tasked with making the repairs.

Cllr Scott highlighted the need to look out for any potential historical markings on the roof lead etc, these needed to be retained and added to any replacement lead.

CS, RB

6.3. Museum CCTV

The Museum were in the process of looking at new/renewed CCTV coverage for the Museum – some rooms were without cameras which housed artefacts that belonged to the Council.

An independent quote had been received for approx. £6000 and the Committee were asked if the council would consider financial support towards the cost.

Cllr Sandle agreed to liaise with the Museum to review the quote and look at alternative less expensive solutions.

KS, PW

7. Heritage Action Zone**7.1 Correspondence from John Mullen BDC**

An email from Mr John Mullen was circulated to the Committee prior to the meeting.

There was no further update available other than to confirm the Project Officer role had now been advertised and it was hoped the position would be filled soon.

7.2 Update on joint working with Swaffham Heritage

A feasibility study – Carter 22 – dated November 2019 from Dr Gattuso was circulated to the Committee prior to the meeting.

Dr Gattuso gave a brief update on the progress of the project which was being held up awaiting the new Project Offer.

Issues to be resolved included the suggested statue to commemorate Howard Carter, the idea was not initially supported by Swaffham Heritage, although a seated figure could be more appropriate. Funding for this and how this would be split, and if fundraising was to be carried out needed to be confirmed. The Museum were unable to proceed with until the project funding had been clarified.

Dr G, JA

8. VJ Commemorative Bench to be placed in the cemetery

The Deputy Clerk shared an update on the proposed bench and wording for the Committee to consider. Some amendments were suggested to the wording.

The final wording and location of the VJ Commemorative bench was agreed by the Committee.
--

The Deputy Clerk also advised that more tree planting was scheduled for the Recreation Ground to fill in the current gaps.

9. Toilet refurbishment project

The Deputy Clerk provided a brief update on the progress of the project.

The first toilet was now completed and open to the public and the second toilet was due to open on 26th October.

There would be some outstanding jobs, including the new door for the other side of the building – what was formerly the men’s toilet. The builders on site had been tasked with costing the wiring, sink and door work so that the Swaffham Men’s Shed group could use the building.

CS

The Council now needed to consider if they would provide heating for this area and a Change of Use for the building would also be required.

Questions were raised regarding the Swaffham Men’s Shed group and Cllr Anscombe and the Deputy Clerk agreed to speak to the Town Clerk to find out more information.

CS,
JA

10. Adoption of Streetlights Policy.

It was noted Cllr Scott, Pilcher and Anscombe had meet two weeks ago to draft out a Policy for Street Lighting and Open Spaces. This was still a work in progress.

JA,
IP,
LS

11. Late or urgent matters at the Chairman’s discretion

There were no urgent matters highlighted.

12. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

12.1 Legal updates - Church Wall, Shambles and Town Pound

It was noted that at the last meeting a resolution was agreed to immediately approach Green and Green to progress these legal issues.

Cllr Anscombe agreed to take this forward with the Town Clerk at their weekly meeting on 20th October.

JA

12.2 Date of next meeting and items for a future agenda: 20th January 2020, 6.30pm

Meeting Closed 5.05pm

Chairman.....