

## Town Clerk | Swaffham Town Council

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**From:** Hayley Bright <hayleybright.666@gmail.com>  
**Sent:** 05 October 2020 09:06  
**To:** Town Clerk | Swaffham Town Council  
**Subject:** Shop Rent

Good Morning,

I hope you are keeping well?

Please could I ask that the below is put on the agenda for the council meeting?

Unfortunately trading conditions have not improved over recent months due to the Covid pandemic and we continue to be approx 40% down on footfall. We are now moving into our quietest time of the year and as mentioned in my last communication the cancellation of this years Thursford show is a blow for trade for Swaffham businesses.

With restrictions continuing and the likelihood for further stricter government guidelines this will be a difficult six months to get through.

We absolutely appreciate and are very grateful for the financial help the council have given previously.

We ask again please for your assistance for the coming winter months and if possible until the new financial year for a rent reduction.

Many thanks once again for your help and look forward to hearing from you in due course.

Kind regards  
Hayley Bright  
Sue's News

Sent from my iPhone

Begin forwarded message:

**From:** Hayley Bright <hayleybright.666@gmail.com>  
**Date:** 14 August 2020 at 12:40:34 BST  
**To:** Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>  
**Subject: Re: Shop Rent**

Good afternoon,

Thank you for your help and we appreciate and are thankful of the Councils decision in this matter. We can only hope that the Current climate improves over the next few months.

Kind regards

Hayley

Sent from my iPhone

On 14 Aug 2020, at 11:58, Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk> wrote:

Good morning Hayley,

Further to your request for assistance, I am pleased to report that the Town Council have agreed to a 50% reduction

in rent for the months of July, August and September. This is together with your rent relief previously received in full for the months of April, May and June.

I understand that you have already paid for the month of July and been issued an Invoice for August. I will now authorise a credit note to be issued to adjust the situation and reflect the current position. The full rent will then commence from October 2020.

I hope this latest decision by the Town Council will help you through these difficult times.

Best regards,

Richard Bishop  
Town Clerk

Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ  
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-----Original Message-----

From: Town Clerk | Swaffham Town Council  
Sent: 23 July 2020 07:45  
To: 'Hayley Bright' <[hayleybright.666@gmail.com](mailto:hayleybright.666@gmail.com)>  
Subject: RE: Shop Rent

Good morning Hayley,

I acknowledge receipt of your request and will put this to the Town Council on 12th August, who may defer a decision to the Finance Committee who meet a few days later on 17th August.

I will get back to you as soon as I can with a response after the matter has been full considered.

Best regards,

Richard Bishop  
Town Clerk

Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ DDI Tel 01760 726500 Office  
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-----Original Message-----

From: Hayley Bright <[hayleybright.666@gmail.com](mailto:hayleybright.666@gmail.com)>  
Sent: 23 July 2020 06:40  
To: Town Clerk | Swaffham Town Council <[townclerk@swaffhamtowncouncil.gov.uk](mailto:townclerk@swaffhamtowncouncil.gov.uk)>  
Subject: Shop Rent

Good morning,

We hope you are keeping well?

Please could we ask you to put this request on to the next council meeting agenda?

Due to the coronavirus pandemic and the continuing challenges that this has brought to the retail sector, combined with the general slow demise of high street shopping, We would like to ask for a reduction in the shop rent.

We appreciate and are thankful that the rent did not increase this year and for the rental holiday that was given to us at the start of lockdown, which enabled us to continue to trade at an extremely fragile time.

Unfortunately at this stage in the pandemic there just isn't enough people coming out to shop to be able to cover the costs, we are still down 30-40% on sales and transactions where this should be our busiest time of the year. As we move into the winter months we predict a big slump in sales especially now that Thursford has been cancelled which will have a massive impact on the run up to Christmas.

We have not taken to requesting the reduction in rent lightly but feel we need to ask in order for our business to have time to recover, stabilise and move forward over the coming years.

Thank you for your time and we look forward to hearing from you in due course.

Kind regards

Hayley & Mike

Sues News

Swaffham PE37 7AB

Sent from my iPhone