

# **Swaffham Town Council**

Minutes of the **Recreation & Community Services Committee Meeting** held on **Monday 27<sup>th</sup> January 2020** at **6.30pm** in the Council Chamber, Town Hall, Swaffham

Committee Members: Cllrs J Anscombe (Chair), I Pilcher, J Skinner.

Deputy Town Clerk: Mrs C Smith  
Admin Assistant: Ms K Furnass

**1. Apologies for Absence.**

Cllr K Sandle – work commitment  
Cllr W Bensley – work commitment  
Mrs C Peak (Family Action) – Work commitment.

**2. Declarations of interest.**

There were no declarations of interest.

**3. Minutes.**

The minutes of the meeting 25<sup>th</sup> November 2019 were agreed and signed as an accurate record by the Chairman.

**4. To report on outstanding actions agreed at previous meetings.**

- a. Pest Control report – a letter had been sent to all allotment holders asking them to refrain from using rat poison and allow the pest control contractor to take the lead. There was no report available from the pest control contractor, but it had been reported that allotment holders were still using their own poison. In discussions that followed it was reported that some of the allotment tenants would like the option to buy the contractors preferred poison from him or direct from suppliers. The Deputy Clerk replied that this was not possible as a licence was required to purchase and use this. It was also mentioned that the tenants would like to be able to purchase the correct chicken feeders from the pest control contractor possibly in bulk to allow for a discount. The Deputy Clerk replied that this had also been offered by the contractor. As this part of the contract was not seen as working it was proposed to separate the sections and remove the allotments from the contract.

**It was agreed to separate the sections and remove the allotments from the contract.**

- b. Recreation ground toilets key holder scheme - The locks had been ordered and should be fitted by the end of the week. A deposit scheme will be set up and then advertised for the public to purchase. The scheme was questioned at the meeting, but the Deputy Clerk confirmed that it had been agreed at the last meeting. It was proposed that a £10 deposit should be set for the scheme.

**It was agreed for a £10 deposit to be set for the scheme.**

**5. To receive and consider Recreation and Community Service Issues from non-member Councillors (at the discretion of the Chairman, prior notification must be given).**

None were received.

**6. To receive and consider urgent items at the discretion of the Chairman (prior notification must be given)**

- a. Aims & Objectives update – see *appendix 1*.

Cllr Anscombe gave a brief overview on the updates. She mentioned that some items crossed over with the Transport, Access & Environment Committee, i.e. Aim/Objective 4. It was noted

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that a meeting would be held with Andy Grant of Norfolk County Council Environmental Services.

Aim/Objective 4 - At a recent meeting of the TAE Committee it had been recommended for the Town Council to take control of all bin services as it was thought it was so fragmented by different departments servicing different areas. Having now received the list from item no 8 of the agenda it was thought this would no longer be a recommendation.

Aim/Objective 6 – The Committee would like to see the allotments and open spaces being highlighted and promoted for the health and wellbeing benefits to residents. It was confirmed to advertise in the Swaffham Newsletter and on the town website.

For the benefit of all new residents the committee would also like to see all open spaces in Swaffham advertised, possibly a map to be produced. This could be part of a welcome pack which could include a variety of information. Actions to arise from this are :

1. To find out if there was a Welcome Pack still made for new residents. Cllr Anscombe will carry out the action.
2. To look into adding a tourism tab on to the Town Council website. The Deputy Clerk will carry out the action.

Aim/Objectives 7 – There was a discussion on which groups to invite and what was the reasoning behind the invites. There was concern that many of the groups and clubs felt that they were not included or involved with the Council. Students at the Nicholas Hamonds Academy had shown an interest in being involved. It was thought that the Council needed to make an effort and improve community spirit.

The Deputy Clerk gave a brief overview of the Annual Town Assembly where lots of groups were invited to come along. It was thought these were too formal and it was suggested that Councillors would like to visit some of these clubs instead of them attending formal meetings. It was proposed that Councillors decide which groups they could visit.

**It was agreed for Cllr Pilcher to visit the Merle Boddy Centre, the Rotary Club, the Golf Club and the Kick Boxing Club.**

**It was agreed for Cllr Skinner to visit the Scouts Guides, Brownies, Lion and the Lionesses.**

**It was agreed for Cllr Anscombe to visit the Merle Boddy Centre, Nicholas Hamonds Academy and the Youth Group at Iceni.**

**7. To receive and consider information regarding the proposed footpath to the ashes section in the Churchyard.**

Information had previously been circulated.

After a brief discussion it was proposed to go for the shorter footpath placing slabs along the route and for the work to be carried out by the Council outside staff.

**It was agreed to go for the shorter footpath placing slabs along the route and for the work to be carried out by the Council outside staff.**

**8. To receive lists of Open Spaces, bins, benches and planters.**

A list of all the street furniture that the Town Council look after had been previously circulated. Any maintenance work is taken on when damage is noticed or when people report a problem. It was questioned why there are no bins installed at the newbuilds in Swaffham. The Deputy Clerk explained the procedure for installing bins and that this would not happen until the developments had been adopted.

**9. To receive and consider reports and/or issues to the following:-**

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- 9.1 Recreation Ground – For information only. The Sleepers in Annies garden are being replaced within this year's maintenance budgets. They were last done more than 10 years ago.
- 9.2 Allotments – The Deputy read out a brief report on vacancies at the allotments .The lock at Tumbler Hill needs to be replaced. The options are to put in a new lock and key or combination lock.

**It was agreed to go with the combination lock at Tumbler Hill.**

- 9.3 Churchyard & Cemetery – to consider a report on the deterioration of the footpaths in the Cemetery - The roadway in the cemetery is becoming increasingly potholed. It was last resurfaced in 2016 with a spray tar application and cost £12,500. The Committee thought that the work had not worn well and asked that the contractors be written to and asked why this had not lasted

**It was agreed to write to the contractors pointing out that the work had not lasted and to ask why the work had not lasted well.**

It was noted that the Estates, Heritage/Town Hall & Site Maintenance Committee had agreed for the Chapel and the Cemetery to be in one cost centre.

- 9.4 The Oaklands - Work is ongoing – the seats are in, the bin and hedge will be done in the next couple of weeks.
- 9.5 Merryweather Road – Nothing to report.
- 9.6 Campingland – Nothing to report.
- 9.7 The Shambles – Nothing to report.

**10. To agree date for the next meeting:**

The date of the next meeting is 23<sup>rd</sup> March 2020.

**It was agreed to start the meetings at an earlier time of 6.00pm**

Meeting Closed at 7.35pm .

Chairman.....

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### Recreation & Community Services Committee– Aims & Objectives 2019-2020

AIMS		OBJECTIVES	PARTNERSHIPS
Sports & Leisure			
1	To secure for the community a new Sports and Leisure facility	As a Community Action Plan from the Neighbourhood Plan, pursue the need for a purpose-built Sports & Leisure Centre. Feasibility Study result pending from BDC	BDC NCC Community Groups
Open Spaces			
2	To prioritise issues relating to the current Open Spaces and Play areas and provide Open Spaces and play areas to fit with modern day requirements	Assess current Open Spaces and usage; do improvements or amendments need to be made to cater for growing population and to provide future Open Spaces that improve physical and social inclusion, accessibility and connectivity?	STC
3	To promote Open Spaces and Play areas	Encourage use of Open Spaces and Play areas by advertising via Newsletter, Town Website and Social Media; to include Map of Open Spaces and Play areas to highlight equipment and activities for improving wellbeing of residents.	STC
4	To maintain a clean town for residents and visitors to enjoy	Review practices for the maintenance and cleanliness of bus shelter, litter/dog bins, street furniture. Assess ownership of litter bins: BDC/STC	Cross reference to the Greener & Cleaner Swaffham Project, with TAEC
	To provide adequate facilities for litter and dog waste	Liaise with Planning and Finance Committees to review ownership of litter bins (BDC or STC) and to assess future requirements for both litter and dog waste.	BDC NCC

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5	To create an attractive street scene with planters and floral displays around the town	Review planters and floral displays: quantity, location and arrangements.	STC
<b>Allotments</b>			
6	To raise the profile of town Allotments	Encourage residents to rent an allotment by promoting on Social Media and via the Newsletter; to sell the benefits of having an allotment for improving wellbeing and social interaction.	STC SCALGA
<b>Community Services</b>			
7	To involve community groups and organisations with the RCSC in order to develop community communications	<p>Plan a series of meeting invitations to the following Community groups; to improve Links and Networking:</p> <ol style="list-style-type: none"> <li>1. Family Action - Escape project Age UK Merle Body Iceni Partnership Rotary Lions</li> <li>2. Iceni Youth Group Swaffham YAB Nicholas Hamond Academy Student Council Scouts, Guides and Brownies</li> <li>3. Sports groups: Cricket, Rugby, Golf, Bowls, Football, Kick Box Academy Cycling Clubs, Ramblers, Parkrun</li> </ol>	