



Community Centre The Campingland Swaffham PE37 7RB

Richard Bishop
Swaffham Town Clerk
Town Hall
4 London Street
Swaffham
PE37 7DQ

Wednesday, 18th November 2020

Re: Building Work at Swaffham Community centre

Dear Richard,

I am writing to you to inform Swaffham Town Council about some plans to do some internal building work at Swaffham Community Centre.

During these changing times we have felt it due diligence to safeguard the income from the Community Centre enabling us to manage and maintain your building in a satisfactory manner. We have foreseen possible permanent changes to work patterns amongst many of our residents in the office part of the building and also our inability to help the creche expand despite many years of demand for extra childcare facilities in the town.

We have spoken to our residents and have devised a plan to satisfy everyone concerned. This will include resident organisations moving offices to suit their post Covid-19 needs. This will enable the creche to organically grow in to some present day office space adjoining what they already have – this will increase capacity by nearly 100%. To enable them to follow best practice and have a self-contained establishment we will need to have a new interconnecting door and some new toilet facilities installed.

These alterations are not undermining the general footprint of the building nor making any changes which could not be reinstated to the original layout as defined in our lease with you.

Let me know if you require any further information or clarification.

Kind regards,

Jonathan Reed
Deputy Manager

www.icenipartnership.info 01760 722 800 enquiries@iceni.info

Iceni Partnership, a charity working for Swaffham and surrounding parishes

Chairman: Dennis Tallon Company No: 4257830 Charity No: 1101814 VAT No: GB800057775

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You have the right to request what personal details we have of yours which we will advise you within two calendar months of request.

You also have the right to ask to be removed from all our databases which we will do within two calendar months of request.