

# **Swaffham Town Council**

Minutes of the on-line virtual meeting of the **Recreation & Community Services Committee Meeting** held on **Monday 1<sup>st</sup> February 2021**.

Committee Members: Cllrs J Anscombe (Chair), L Beech, S Matthews, J Skinner, W Bensley

Non-Voting Advisory

Representatives: Cllr G Edwards (SCALGA)

Family Action

Representative: Miss K Fullilove

Deputy Town Clerk: Mrs C Smith

Admin Assistant: Ms K Furnass

1. **Apologies for Absence.**  
No apologies received.
2. **Declarations of interest.**  
There were no declarations of interest.
3. **Minutes.**  
The minutes of the meeting 23<sup>rd</sup> November 2020 were agreed.
4. **To report on outstanding actions agreed at previous meetings.**
  - a) Ducks – Craig Fowler of Breckland is now dealing with the issue. No update as yet.
  - b) Hedgerow gap at the Rec– This would be planted up in the spring.
  - c) Allotments – Pest control and Bird Flu information had been emailed out where possible and posters were placed on all the allotment gates.
  - d) Metal Detecting – The new metal detecting policy had been agreed.
5. **To receive and consider Recreation and Community Service Issues from non-member Councillors.**  
No issues were reported.
6. **To receive and consider urgent items at the discretion of the Chairman.**  
Moles infestation on the Recreation Ground – As there was no contract to deal with this issue a quote had been received for £150 as a one off charge from Pest Control. This was the same amount as January 2017.  

<b>It was agreed to accept the quote from Pest Control for £150 as a one off charge to deal with the mole infestation on the Recreation Ground.</b>
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7. **To receive and consider reports and/or issues relating to the following.**
  - 7.1 **Tree Survey:** This had taken place and the written report would be circulated when received. Concerns received at the council about a tree at the Recreation Ground had been highlighted by the Tree Surgeon and recommended to be removed.  
The gaps in the hedgerows at the Rec would be replaced in the spring.
  - 7.2 **Rotary Tree Planting scheme:** The tree planting proposal had been previously circulated. Cllr Anscombe suggested walking round the sites to familiarise with the proposed planting sites of the trees.

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Each separate area and their designated tree proposals were then discussed. It was suggested to apply for any relevant grants for the extra cost involved for the purchase of specimen trees. Miss Katy Fullilove offered to look at the apple trees at Merryweather.

**The Tree Planting proposals were agreed for the areas of the Recreation Ground, Cemetery, Merryweather and Campingland.**

- 7.3 Orford Road: Project Officer Sue Dent 's report had previously been circulated. Two quotes had been received with more to come. It was noted that a local community group had offered their input to the project.  
The Deputy Clerk would contact the Project Officer for a timeline for quotes received and completion of the project.

7.4 Allotments:

- a) Vacancies - There are no vacant plots, 100% occupancy. The bird flu exclusion and monitoring zones have been lifted for West Winch. National housing restrictions for birds still apply. The two issues involving the RSPCA had been resolved. A good working relationship has been established with the officer and their presence at the allotments was well received.  
b) Escape report – Miss Katy Fullilove reported there had not been much change since the last meeting. They were still managing to keep going. As their funding was made through teaching it was a difficult time due to distancing and reduction in numbers, but they hoped to offer students classes in Horticulture in the near future.  
It was suggested to Miss Fullilove to contact Cassie Russell at Breckland to see what help could be offered to Escape.  
c) SCALGA – A second starter plot had been taken on at Shouldham Lane due to high demand.

8. Grave Digging Policy.

8.1 The Grave digging policy and Burial Risk Assessment had previously been circulated. The Deputy Clerk confirmed that it was normal practice to place soil, using the correct procedure, onto any adjoining grave. The procedure was covered in both papers.

**The Grave Digging Policy and Risk Assessment were both agreed.**

9. Section 106 Open Spaces Policy.

The Town Clerk, Cllr's Scott and Anscombe had met to discuss the Sec 106 policy for future developments. Any lighting and play area maintenance costs were previously unknown at the start of development's so a formula was needed to be prepared from the start of any new developments. The sums for street lighting had been worked through. The Project Officer had been asked if through her contacts with suppliers, she could provide information on the longevity of play equipment.

10. Litter problems in the town, environs, and gateway routes.

A discussion on the increase of rubbish in these areas followed. It was confirmed that although Norfolk Council was responsible SERCO carried out the cleaning contracts. These were still being carried out during the Covid situation. The McDonalds environs were highlighted as particularly bad. The Deputy Clerk was tasked with writing to McDonalds to ask them if they would clean the area and to also include Steve Hitchman in the request.

11. Maintenance report of the new open spaces at Swans Nest.

Works Manager Graham West is making arrangements for quotes for these works.

12. Date for the next meeting.

The date of the next meeting 22<sup>nd</sup> March 2021

13. Admissions to Meetings Act (PublicBodies) 1960

Confidential business following the exclusion of the public and press.

13.1. Allotment holder complaint – Correspondence had previously been circulated. An update was given by the Deputy Clerk. An email had been received today from a lady offering to be the

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representative for the tenant involved in the original complaint. An email in reply has been sent and it was hoped that the Deputy Clerk would meet with them after Covid restrictions finished. No reply from the complainant had been received since the last communication.

Meeting Closed at 7.15pm.

Chairman.....

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