



Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

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PLEASE REPLY TO: Helen Carrier, Deputy Town Clerk email: deputyclerk@swaffhamtowncouncil.gov.uk



Assets & Open Spaces Committee

You are hereby summoned to a meeting of the **Assets & Open Spaces Committee** on **Monday 28 November 2022 at 6.30pm** in the Council Chamber.

NB In case of non-members this agenda is for information only.

Helen Carrier

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Deputy Town Clerk

Committee members are as follows:

Councillors: J Anscombe, S Bell, W Bensley, P Darby, G Edwards, K Oliver, L Scott, J Skinner

Non-Voting Advisory Representatives Reps from Escape and SCALGA

Summons issued 23 November 2022

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest for items included on the agenda
3. To adjourn the meeting to allow any members of the public to address the Assets & Open Spaces Committee in a PUBLIC OPEN FORUM (maximum of 15 minutes)
4. ****To receive and agree the Minutes of the last meeting held on 26 September 2022**
5. To report on outstanding actions (not included elsewhere on the agenda)
6. To receive and consider any Assets and Open spaces related issues from Non-Member Councillors (at the Chairman's discretion, prior notification must be received)
7. **Allotments:**
 - 7.1. ****Management report of the allotments by the Deputy Town Clerk**
 - 7.2. Report from SCALGA representative
 - 7.3. Report from Escape Project representative
8. **To receive an update on the Town Centre**
 - 8.1. Update on Town Centre litter bins to be installed by Wescotec
 - 8.2. ****Consider quotes received for [commemorative plaques](#) to be installed by the three trees at the War Memorial**
 - 8.3. ****Consider quote received for installing shelving into the new adopted BT Telephone Box at the War Memorial so it can be used for a book exchange**
 - 8.4. ****Consider quotes for replacing the glass in the three bus stops maintained by the Town Council with some new safety glass; and consider applying for funding through the Parish Partnerships Scheme for the renovation**
 - 8.5. Update from Breckland District Council regarding new dog mess signs after request from a resident

- 9. To receive and consider issues at Public Open Spaces & Play Areas:**
- 9.1. **To consider quote for purchasing the Play Area Inspection Reporting app from Cloudy IT
 - 9.2. To consider request from Norfolk County Council to use a green space at Swan's Nest development to promote the [AtoBetter project](#)
- 10. To consider issues at the Cemetery:**
- 10.1. **To consider quotes received for the removal of the hedge at the front of the cemetery and soil improvement
- 11. To ratify the following policies:**
- 11.1. **TC112 Fly Grazing
 - 11.2. **TC113 Flag Raising
 - 11.3. **TC103 Gypsy & Traveller Policy & Procedure and Appendices
 - 11.4. **TC004 Grave Digging Policy – review paragraph 7
 - 11.5. **TC 104 Metal Detector Policy and Application form
- 12. To agree the date of the next meeting for Monday 30 January 2023 to be held in the council chamber at the Town Hall, and agree items for a future agenda**

**indicates more information circulated with agenda