

Swaffham Town Council

Minutes of the Assets & Open Spaces Committee meeting held on Wednesday 27 July 2022 in the Town Hall

Councillors: Mrs J Anscombe (Chair), Mr S Bell, Mr P Darby,
Mr G Edwards, Mrs J Skinner

Non-Cllr

Representative: None

Deputy Clerk: Mrs H Carrier

Office Administrator: Mrs H Duggan

1. **Apologies for absence**

Cllr K Oliver – holiday

Cllr W Bensley - work commitments

Mrs C Peak, ESCAPE - work commitments

2. **Declarations of interest**

There were no declarations of interest.

3. **Public Open Forum**

There were no members of the public present.

4. **Minutes**

The minutes of the Assets and Open Spaces Committee held on 1 June 2022 were agreed and signed by the mayor as an accurate record.

5. **Outstanding actions agreed at previous meetings**

War Memorial

The Deputy Clerk confirmed the matter regarding the bollards had been referred and Breckland District Council had now completed the repairs.

6. **Assets & Open Spaces issue form Non-Member Councillors**

6.1 **Northwell Pool**

The Deputy Clerk confirmed Anglian Water had been contacted and a formal response was awaited.

7. **Allotments**

7.1. **Management of the allotments by the Deputy Town Clerk following a site inspection**

The Deputy Clerk provided an update on the Allotments following a recent inspection.

7.2. **SCALGA**

Cllr Edwards provided a brief update on SCALGA and was pleased to note there were no issues at present.

7.3. **Escape Project**

In the absence of the Escape representative. Cllr Anscombe shared a report – see Appendix 1

Cllr Anscombe asked that the Committee recognise and celebrate the Jubilee Jewel, RHS Award recently received.

8. Orford Road

8.1. Crime prevention report

The report from PC O Button was noted and it was acknowledged the idea of CCTV would not be progressed.

8.2. Report on Launch event

It was recognised the Orford Road launch event was a success, with a good turnout of families and positive comments had been received on the night and since.

9. Town Centre

9.1. Update on Litter bins/benches

Bins

Cllr Anscombe provide an update on the recent review undertaken with the Deputy Clerk ahead of a formal grant application. Bins in the centre of the town would be replaced with new and the old ones, where possible; would be used to replace damaged bins across other areas of the town.

It was agreed to choose the 120 litre double bins.

Benches

Seventeen benches are being delivered shortly and should be in place by end August. The Deputy Clerk is to look at storage facilities for the old benches whilst it is decided where they will be used across the town; two would be set aside for the Community Garden.

10. 1 Million Trees for Norfolk

10.1. Orford Road

After discussion it was agreed to choose the hedgerow and small tree options.

10.2. Cemetery hedging

It was agreed the Deputy Clerk would source a quote for the hedge removal for consideration.

11. Public Open Spaces & Play Areas

It was noted ROSPA had now completed the play area inspections, a report was awaited.

The Deputy Clerk was waiting for a quote from Cloudy IT on an app to help the outside team maintain regular play area inspections. An update would be given at a future meeting.

12. Cemetery

12.1. Concrete strips for headstone placement

Committee members discussed the idea of concrete strips for the cemetery to allow for support of graveside headstones.

It was agreed the Deputy Clerk would obtain a quote for one row of concrete slabs for consideration.

12.2. Update on Cemetery of the Year Award

It was noted the application had been submitted.

Committee members discussed the proposed Cemetery sign, including the potential supplier, design and materials.

It was agreed the Deputy Clerk would obtain a quote for the granite sign from H Brett & Sons

12.3. Permission requested for bench near a grave

It was agreed to allow the request for a bench in the cemetery.

13. Churchyard streetlight

The Deputy Clerk advised the office was waiting for a response from Westcotec on the Churchyard streetlight.

It was agreed the Deputy Clerk would cost out the required PCC Faculty meeting.

14. Policies:

14.1. TC 112 Fly Grazing Policy

It was agreed to adopt the policy required rewording.

14.2. TC 113 Flag Raising Policy

It was agreed to adopt the policy renewal

14.3. TC 103 Swaffham Gypsy & Traveller Policy & Procedure

It was agreed to accept the policy renewal subject to the Appendices being added into the policy - TC 103 ii Appendix A & B Traveller Incursion Form, TC 103 ii Appendix C Norfolk Unauthorised Encampments Protocol

14.4. TC 004 Grave Digging Policy

It was agreed to adopt the amended policy renewal and share it with local Funeral Directors.

14.5. TC 104 Metal Detector Policy and application form

It was agreed to investigate a revised policy.

15. Late or urgent matters at the Chairman's discretion

There were no urgent matters raised.

16. Date of the next meeting

Monday 28 September 2022

Meeting closed 7.45pm

Chairman.....

APPENDIX 1



Family Action ESCAPE and Discovery Garden
Report to Swaffham Town Council Open Spaces Committee
27 July 2022

I am hoping to be at the meeting but understand there may be a delay in the start time due to an earlier meeting. Just in case I am not able to be there I am providing this short report to update the committee on the ESCAPE Allotment and Discovery Garden Project.

- The project is going through a period of change at the moment which is very challenging. As I reported last time, Katy has left her post as Co-ordinator although continues to work as a Sessional Worker around developing her own business. Karen Bek is also leaving to develop her own business but is continuing to work with us for just 1 day a week until we are able to appoint a replacement. She will also continue to work for us as a Sessional Teacher. We are interviewing two candidates for the Co-ordinator on 1 August.
- Both Karen and Katy have been fundamental to the smooth running of the project and its development over the last 13 years. **You are invited to a 'Celebration' of all they have achieved on Tuesday 30th August from 1-3pm at Swaffham Community Centre.** It is a 'bring and share' lunch and we would like people who have been involved in the project and supported Karen and Katy, to be there to celebrate with them.
- While in the process of appointing a new Co-ordinator, we are relying on Sessional Workers, We are also employing a Project Worker for 18hrs a week for Swaffham and another for 12hrs a week in King's Lynn. Our recruitment process is very slow and although we interviewed on 26 May we are still waiting for 3 people to be appointed. Unfortunately this means that we may have to cancel some sessions over the coming few weeks until they are in post. It also, unfortunately, means that we are not able to recruit more service users and volunteers until we have staff in place to support them.
- I am also reducing my hours from 1 October and will only be working for 2 days a week. We are currently recruiting for someone else to work for 3 days a week managing some of the projects I currently manage to enable me to reduce my hours. I will still be managing the ESCAPE Allotment and Discovery Garden Project, the Wellfamily Service and our Social Prescribing Service.

However, on a more positive note!

Two of our volunteers (Sarah Green and Sarah Jane Smith) designed a small garden 'The Queens Jubilee Jewel Garden' and submitted the design to the RHS for entry into the Community Borders category at the Tatton Flower Show. To their amazement they were awarded a place! The two Sarah's and two other volunteers (Tess Cureton and Trish Thornton) were then supported by the member of staff (Suzanne Walker) to grow the plants needed for the design and Karen made a large willow crown as the centre piece. My role was to make it happen. We spoke to our CEO and Directors at Family Action who provided the funding to enable us to make the dream a reality.

We hired a crew van and on Sunday 17 July in the afternoon me and 4 volunteers (including my long suffering husband!) loaded all the plants the volunteers had grown (which includes the beautiful marigolds you will see in the photo which they had grown from seed on ESCAPE) into the van. Fortunately we had room to spare for a gazebo which turned out to be essential!

Initials: _____

We arrived at Tatton Park at 7pm on Sunday evening to drop of the plants and saw the plot (see the photo of what we started with on Monday morning). We then went to the hotel (the cheapest we could find – an Ibis Budget Hotel at Warrington Services) and had an early night. We arrived on site at 6am on Monday morning to start the build – everyone so full of enthusiasm and excited. It started to get very hot by 11.30 so we went back to the hotel and rested. We went back to the site at 5pm to continue the build until 8pm.

On Tuesday we arrived on site at 6.45am to continue. We managed to finish the build apart from the small details by 11.30 so went back to the hotel again to rest for a few hours out of the sun. We went back at 5pm to finish off the garden.

We were on site again at 7.20am on Wednesday 20th July to do the final touches and also because we had been told the media would be there by 7 and the judges from 8-9am. It was an agonising wait. It was hot and we wanted to start the long drive home. We waited, and waited, and waited for the outcome of the judging. We had started the week with no expectations but by the time we had finished we wanted at least a Silver medal. Finally, at 1.30pm we were awarded a Silver Gilt!!! We were so pleased. There is a photo of Sarah, Tess and Trish sitting on the garden with the medal – you can see how proud they are.

It was amazing to be part of it all. To be there and see behind the scenes how it all comes together and then to be there on the first day to see it open and hear the responses from people.

Unfortunately though they are all talking about next year.....it is a bit too soon for me!

Photos below!

Clare Peak

Family Action Norfolk and Suffolk Project Manager

