**Swaffham Town Council**

Minutes of the **Recreation & Community Services Committee Meeting** held on **Monday 25th November 2019** at **6.30pm** in the Council Chamber, Town Hall, Swaffham

Committee Members: Cllrs J Anscombe, L Beech, I Pilcher, K Sandle (Chair), J Skinner.

Non-Voting Advisory Representatives: Cllr G Edwards (SCALGA) Mr M Edwards (Pest Control)

Deputy Town Clerk: Mrs C Smith

Admin Assistant: Ms K Furnass

1. **Apologies for Absence.**

Cllr W Bensley– work commitment

Cllr B Holmes –

Mrs C Peak – work commitments

1. **Declarations of interest.**

There were no declarations of interest.

1. **Minutes.**

The minutes of the meeting 23rd September 2019 were agreed and signed as an accurate record by the Chairman.

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

No items reported.

1. **Pest control Report.**

Mr Edwards gave an overview of his report – *see appendix 1.*

Mr Edwards recommended that tenants were asked to stop using rat poison and allow him to solely deal with the problem. If this was not an option he offered to supply box’s and bait to tenants so that he would be able to control what is being used. He was also happy to meet with any tenant holder and give advice on rat control.

He recommended that tenants are encouraged to use chicken feeders as this would greatly help to control any infestation.

Points raised by Councillors included:

* The type of chicken feeders recommended didn’t work.
* Were bait boxes in place?
* Compost heaps were also a good feeding opportunity for rats.
* It was impossible to control rat infestation so why keep on paying for this service.
* It was irresponsible and dangerous for tenants to use rat poison on open ground.
* Were tenants aware that they could be prosecuted for using rat poison.
* Would it be possible to use a waterproof record book on individual plots to use as a logbook?

It was proposed to write a letter to plot holders informing them: 1. To stop using poison and allow Mr Edwards to solely deal with any problem areas. 2. To recommend tenants to use chicken feeders.

**It was agreed to write a letter to plot holders informing them: 1. To stop using poison and allow Mr Edwards to solely deal with any problem areas. 2. To recommend tenants to use chicken feeders.**

A draft letter would be sent to Mr Edwards for approval.

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

No prior notifications received.

1. **To consider Strategic Plan Aims and Objectives for the RCS Committee.**

A draft copy had previously been emailed to the Committee. *See appendix 2.*

Cllr Anscombe asked for feedback on the draft plan. She proceeded to read through the points, agreeing any omissions and adjustments with input from the Councillors.

It was proposed to invite community clubs/groups to attend meetings as and when it may be of interest to them.

**It was agreed to invite community clubs/groups to attend meetings as and when it may be of interest to them.**

From the discussions various actions were proposed:

* A list/map of Open Spaces, who own’s them, who is responsible for them.
* A list/map of litter & dog bins, who own’s them, who is responsible for them.
* A list/map of benches, who own’s them, who is responsible for them.
* A list/map of planters, who own’s them, who is responsible for them.

**It was agreed to compile a list/map of all Open Spaces, litter and dog bins, benches and planters, who owned them and who was responsible for them?**

 Cllr Pilcher asked for it to be minuted that the Council should not presume to adopt contractors

 ideas for open spaces on new developments.

1. **To consider reports and/or issues relating to the following**:-

1. Recreation Ground
2. Planting Scheme - The Rotary would be going ahead with the planting scheme on the Rec with planting beginning on 2nd December. The Mayor would be attending at 10am for a photo of the first plantings to publicise project
3. Tesco Bags of Help - Tesco bags of help had been in touch to say that this scheme would not consider our bid for a new bike until April at the earliest. Councillors were asked if they want to go ahead on the same basis as previously agreed..

**It was agreed to go ahead on the same basis as previously agreed.**

1. Toilets – Concerns had been raised about the refurbished toilets being closed. It was suggested that some form of key scheme may be possible to put in place where a key is purchased, and a deposit paid to stop misuse. Suitable locks and keys would need to be sourced before this process could be put into place.

It was asked for the disabled toilet to be unlocked as the appropriate members of public would already have a disabled key. It was proposed to cost out locks and keys and to then set up a key holder scheme.

**It was agreed to cost out locks and keys and to then set up a key holder scheme**

1. Allotments
2. To consider chicken feeders to be used on allotments to alleviate rat problems- We had received reports of problems with rats on the allotments and it was suggested that allotment holders are requested to use proper feeders. This may help to keep on top of the situation.

 This had already been discussed earlier in the meeting at item 5 of the agenda.

1. Churchyard & cemetery
2. To consider the placement of solar lights on graves at the cemetery – At the moment there are three new graves where these have been placed. The Committee were asked how they wished to deal with this new trend. A brief discussion followed, and it was proposed to leave them on the graves for now and remove when required by the outside staff doing maintenance.

 **It was agreed to leave them on the graves for now and remove when required by the outside staff doing maintenance.**

1. To consider a request for a path to the ashes section in the Churchyard – This request from a member of the public is to enable public safe access to the ashes section in the Churchyard. The Committee were in support of a footpath and it was thought this would possibly be eligible under the trod scheme with a Parish Partnership grant. The Deputy Clerk was asked to look into this as it may not be a Highways footpath. Also, permission may be needed from the Church. Costing would be required. It was proposed to support the request and to gather all the appropriate information needed to take the request forward.

**It was agreed to support the request and to gather all the appropriate information needed to take the request forward.**

1. Tree at the cemetery behind the Red Lion – It was reported that the lower branches of this tree would be removed.
2. It was asked where we were with the request for two memorial benches. The Deputy Clerk would look into this.
3. The Oaklands
4. Update on the pocket park scheme - The planting in this scheme had not been scheduled. Rotary have the plants, but they are not the best for hedging it had been suggested that they were for creating a canopy We were expecting to have a hedge planted in front of the fence to soften the area and protect the fence. A meeting with Rotary will be arranged to find out exactly what is planned.
5. Merryweather Road

 Nothing to report

1. Campingland

 Nothing to report

1. The Shambles

 The Town Clerk is following this up with the solicitor and it is expected to hear from them

 soon.

1. **To agree date for the next meeting;**

The date of the next meeting is 20th January 2020..

Meeting Closed at 8.17pm. Chairman………………………….