

SWAFFHAM TOWN COUNCIL

Minutes of the Open Spaces & Amenities Committee to be held on Wednesday 7th April 2010 at 7.30pm in the Council Chamber, Town Hall, Swaffham.

Present: Cllr. D Harman (in the chair)
Cllr. S Matthews, Cllr. S Lister, Cllr. J Skinner.

Deputy Town Clerk: Mrs M Meyrick
Assistant Town Clerk: Mrs R Noble

Public: 0

1. Apologies.

- 1.1. Cllr Sharpe – Work Commitments.
- 1.2. Cllr. C Baker – Health Reasons.
- 1.3. Cllr. T Jennison – Unwell.
- 1.4. Cllr. D Butters – Unwell.

2. Declarations of Interest.

- 2.1. There were no declarations of interest.

3. Minutes.

3.1. The Minutes of Wednesday 3rd February 2010 were agreed and signed as a true record by the Chairman.

4. Reports.

Allotments

4.1. It was suggested the Allotment rules & regulations need to be updated. Each member was given a copy of the rules and regulations to take home and bring any changes or amendments to the next meeting. Rosie and Michelle will also work on them and bring any changes they think would be advisable to the next meeting.

It was agreed for the Committee, Deputy and Assistant Town Clerk to bring any changes or amendments to the next meeting.

4.2. A report was given to the committee which included:

Total Allotments

Shouldham Lane – 78 Plots + 17 which Mrs Nash has for horses

Magazine Field – 11½ Plots

Four Acres Field – 17 Plots

Tumbler Hill – 46 Plots

Vacant Allotment Plots

Shouldham Lane – 1 + 2 halves

Magazine Field - 1½

Four Acres Field – 1

Tumbler Hill – 9

A skip was placed on the Car park areas of both Shouldham Lane and Tumbler Hill on Thursday 1st April with the intention of them being left there until Monday 12th April to allow tenants the opportunity of using them over a week with 2 weekends.

As both skips were overflowing after the first weekend they have been collected today.

The Council have been providing an 8 yard skip in the spring and again in the autumn, now there are more tenants with the amount of rubbish the Council probably need to supply a 10 yard skip.

It was agreed if there is enough money in the budget to provide a larger skip on both allotment sites.

When the first inspection was carried out this year most allotments appeared to be in a reasonable condition and no letters were sent to tenants, however nothing much had started to grow at that time. The next inspection will highlight those not tending to their plots.

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Number 20 Four Acres Field which was completely overgrown has been cleared with all rubbish removed, ploughed and cultivated ready for use. A discussion took place relating to the overgrown allotment.

It was agreed to recoup the cost of restoring the allotment from the allotment holder.

The Council has also prepared an area which has always been left to grass next to number 30 Shouldham Lane, (30a). This will be another plot to let out.

The roadway which was laid with planings on Tumbler Hill is wearing very well; the one leading to Shouldham Lane and to the car park area has not worn so well and is full of pot holes. We are in the process of obtaining a price for a load of planings to repair as necessary and also a quote to have the roadways repaired by the contractor who did the work originally.

It was reported another gate lock had been broken at Shouldham Lane; we have been having the inner part of the lock replaced to save the cost of new keys for every tenant. We have now been informed that we can no longer get the inner part of the lock. We will either have to replace the lock and supply every tenant with a new key or replace the lock with a security lock which has a number sequence instead of a key.

4.3. Trap Policy for allotment holders.

Unfortunately there has not been any time to do this policy. It is recommended that this is put on the next agenda for discussion.

A Trap Policy to be put on the next agenda for discussion.

4.4. Poly Tunnels.

A request has been received from Mr Bacon to erect a 12' wide by 15' long poly tunnel on an allotment on Four Acres. Following a discussion it was agreed to allow a poly tunnel up to 12' x 15' on each allotment.

It was agreed to allow Mr Bacon to erect a poly tunnel on his allotment measuring 12' by 15'

It was agreed to add 'tenants can erect a poly tunnel on their allotment measuring up to 12' x 15' to the Tenancy Terms and Conditions.

Cemetery/Churchyard

4.6. It was reported there was an incident whereby large stones were being thrown over the wall into the cemetery and some of them hit a vehicle. The school and the police have been informed. The Deputy Town Clerk has received letters from both the school and Inspector Porter who are working together to try and rectify the problem. Copies of the correspondence and report will be going to full council next week.

4.7. It was reported confirmation of the meeting arranged with Rev J. Smith is imminent.

4.8. A quote has been received for the 'dogs on leads' sign in Churchyard. The sign will be in place once we receive it.

Northwell Pool

4.9. It was reported there was a broken bench at Northwell Pool which has now been removed and replaced.

The Shambles

4.10. It was reported that litter is becoming a problem again in the Shambles. The Town Gardener checks the area and removes litter when possible along with Serco. The Deputy Clerk suggested due to the issues relating to the Shambles it would be better if it was a three way ownership between Norfolk County Council, Breckland Council and the Town Council.

Swaffham in Bloom.

4.11. It was confirmed the application form for Swaffham in Bloom with the payment has been sent for the second time well before the deadline, the 1st one was lost in the post.

5. CIVIC Amenities

Honorary Citizen photographs & badges.

5.1. The Deputy Clerk reported that the Honorary photographs and badges will have to be put on hold for the time being as there was no budget set in our new financial year.

Mayors Reception

5.2. It was reported the Mayors Reception is taking place on Friday 23rd April which is also St. George's Day.

Pedlar Sign

5.3. It was reported the Pedlar Sign has not been sent to Wayland Prison at present because it has changed from being a prison to a provider. They are now funded the same as schools (LSC). Therefore the funds are not available to carry out the amount of work they have done in the past. With possible changes in Government this may influence how they are funded. However, they are working on one project at a time, and hopefully will be able to do our work, it could be one week, one month, three months or later in the year. They will hold our request and carry out the work when/if they can.

The Council outside staff are due to commence work to the base of the sign on Monday 26th April, weather permitting.

War Memorial

5.4. The Deputy Clerk reported this is a policy she has not had time to work on yet but hope to have ready for the next Open Spaces meeting.

5.5. Cllr. Darby reported that David Harman, Roy Fowler and himself had set up a bank account, Friends of the War Memorial' using their own money. It was suggested the money raised by the public which the Town Council has should go into this fund.

6. Committee Reports

Market Committee.

6.1. It was reported the Council were successful in obtaining a grant from Breckland to try and enhance the market, bring back the auction and the farmers market. A market working party is to be established to tackle all the issues relating to this as well as licensing issues for markets run by others.

Recreation Ground Committee

6.2. It was reported the Fitness equipment will be installed the 1st week of May with an opening event planned for the 5th June.

7. Draft Report on Town Council Committee Structure.

7.1. The Committee were reminded the Draft Committee Structure was discussed at the last meeting asked members to comment. The Deputy Clerk requested that members read the document and comment, she stated that the Market meetings take place every 3 months and not every two months as stated on the draft report.

8. Other Issues

8.1. The Deputy Clerk raised concerns relating to the base of the Buttercross, it was suggested that the Buttercross is inspected with a report being given at the Town Council meeting in May.

It was agreed for the Buttercross to be inspected with a report being given at the Town Council meeting in May.

8.2. A discussion took place relating to the upkeep of the Assembly Rooms, the Deputy Clerk stated for the Icení Directors to discuss this at the next Icení Directors meeting and to have it minuted.

It was agreed for the Deputy Clerk to look at the Icení lease relating to the upkeep of the building.

9. Date of Next Meeting.

9.1. The date of the next meeting is Wednesday 21st July at 6.30pm.