

**SWAFFHAM TOWN COUNCIL**

Minutes of the Open Spaces & Amenities Committee to be held on Wednesday 30<sup>th</sup> June 2010 at 7.00pm in the Council Chamber, Town Hall, Swaffham.

Present: Cllr. D Harman (in the chair)  
Cllr. C Gunner, Cllr. S Lister, Cllr. S Matthews, Cllr. J Skinner, Mr H Marshall

Town Clerk: Mr R Bishop  
Assistant Town Clerk: Mrs R Noble

Public: 0

**1. Apologies & Reasons for Absence.**

- 1.1. Cllr Ian Sherwood.
- 1.2. Cllr Terry Jennison.

Cllr. D Harman was elected as Chairman for the meeting.

**2. Declarations of Interest – for items on the Agenda.**

- 2.1. Cllr. D Harman declared a personal interest on the War memorial as he is a Friend of the War Memorial.

**3. MINUTES for Wednesday 7<sup>th</sup> April 2010.**

- 3.1. There has been one amendment received at 5.5. where the name of Karl Dunbar should read David Harman.

**4. REPORT re: OPEN SPACES**

**Allotments**

4.1. The Town Clerk reported the Deputy and Assistant Town Clerk attended a training event for allotments on Monday of this week relating to updating the rules and regulations. They were hopeful that this would help them in their effort to revise the allotment rules and regulations; unfortunately the event was targeted for those starting out with an allotment site and the time could have been better spent actually doing the work required on the revised draft.

4.2. Report re: 3 month inspection on all 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 – 3 + 2 halves  
Magazine Field - 1½  
Four Acres Field – 0  
Tumbler Hill – 7

**An inspection of the allotments was carried out last week and letters have been sent to:**

14 tenants on Shouldham Lane  
5 tenants on Magazine Field  
1 tenant on Four Acres  
9 tenants on Tumbler Hill

**This is due to the following reasons:**

No cultivation has been carried out.  
Only a small area has been cultivated.  
The area the tenant has fenced off at the front of the allotment for parking is overgrown.  
One tenant on Tumbler Hill has a boat at the front of his allotment

Cllr. Lister proposed to have the boat removed from the allotment within one week.

**It was agreed to have the boat removed from the allotment within one week.**

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4.3. Report on on-going issues in relation to the allotments.

A new lock is to be fitted to the first gate from Princes Street entrance to Four Acres Field as the old lock has actually been taken away. The Council will have to supply the tenants on Four Acres Field with a new key once we get the lock.

4.4 Report from SCALGA representative.

SCALGA has raised the issue of the poor condition of the access roadway into the Four Acres Allotments and have identified the area on a plan as requested. It was suggested to inspect the area and fill pot holes as necessary (within the maintenance budget). The Town Clerk reported this would be done with a load of planings and Council staff carrying out the work.

**It was agreed to inspect the area and fill pot holes as necessary (within the maintenance budget).**

SCALGA also raised the issue of whether there are other improvements to the allotments planned now that the Shoulder of Mutton sale has been completed. The Town Clerk responded by saying that there are no immediate plans for further improvements in advance of the proposed sale of Days Field allotments.

It was reported a complaint which has been received relating to cockerels being on an allotment plot next to a residential property is being dealt with. It was suggested for the Clerk to look at other council's rules and regulations and for SCALGA to talk to the National Association.

**It was agreed for the Clerk to look at other council's rules and regulations and for SCALGA to talk to the National Association.**

## **Cemetery/Churchyard**

4.5. Report following a meeting with PCC on 22<sup>nd</sup> June.

A positive meeting was held between the Town Council and the PCC including the Rector and Churchwardens. It was agreed to seek legal advice via the National Association of Local Councils and the Society of Local Council Clerks; with the PCC seeking similar advice from the Norwich Diocese. This is in respect of the responsibility for the tarmac drive. The Council would also seek clarification on the closure notice for the Churchyard and when it was served. It was agreed to re-convene a meeting at the earliest opportunity following receipt of the legal advice.

The Town Clerk suggested the Council may be able to get a grant for gates to the Church, Cemetery and Recreation Ground. Cllr. D Butters is investigating the style of railings etc.

It was suggested the Town Clerk talk with Ian Clark at the EDP to see if the Council could place an article asking for old photographs.

**It was agreed for the Town Clerk talk with Ian Clark at the EDP to see if the Council could place an article asking for old photographs.**

It was reported there is a lot of Japanese Knotweed in the Churchyard, but our grounds maintenance contractor, T.T.S.R. has volunteered to treat this at no cost to the Council.

It was reported new doors are being made for the Chapel. The Town Council staff will be fitting secure wooden doors with security inside at a cost of £500. The garage will be made secure for storage then the work will commence on the Chapel. A window will need replacing.

## **Northwell Pool**

4.6. Report re: management issues.

No progress has been made since the last meeting due to other priorities. This will be scheduled into the workload for the Project Admin and Support Officer at a later date.

## **The Shambles**

4.7. Report re: Litter in the Shambles.

The litter clearance is now back on track, as regular visits to the Shambles now takes place by members of Town Council staff and Serco.

## **Swaffham in Bloom.**

4.8. Details re- Swaffham In Bloom.

The judging for Swaffham in Bloom will take place on Wednesday 21<sup>st</sup> July.

**5. REPORT on CIVIC Amenities**

5.1. Report re: Honorary Citizen photographs & badges.

The photographs will be on the wall in the Council Chamber in time for the Twinning Visit later this year. The badges are currently on hold as there is no budget in the current financial year.

5.2. Report on the Mayor's Reception.

The Mayor's Reception date for 2011 has not yet been set but the Mayor's Civic Service budget has been diverted to a homecoming parade for IIAC) Squadron on Friday 6<sup>th</sup> August at 11am in Swaffham. A liaison meeting has been set up on 7<sup>th</sup> July at the Town Hall to sort out all the outstanding details.

5.3. Report on the Pedlars Sign.

The Council's new member of staff Kevan Hill has repaired the base of the sign and re-painted it. He has also carried out a temporary repair job for the sign itself and touched up the paintwork to get us through the summer. The situation with Wayland Prison will be assessed in the autumn and the Council may have to discuss an alternative way of repairing the sign in the future.

5.4. Policy for the care of the War Memorial.

Due to pressure of work this policy is not yet in draft.

The Friends of the War Memorial are trying to get more Friends to join.

**6. Committee Reports.**

6.1. Update from the Market Committee.

The Market Committee recently recommended a reduction for the Casual Trader rate of £24 to £16 (for a maximum of 16 feet and £1 per foot over 16 feet. The idea is to try and encourage more casual trade to fill up the market. This was agreed by the full Town Council.

The Committee also recommend the removal of the six week rule after which casual traders have to apply for a permanent licence. An amendment to this was agreed by the Council to take account of those traders who wish to trade casually on a more regular basis i.e. more than once a month. To deal with both issues the amendment would be to replace the six week rule with a 12 week rule after which time casual traders would be required to apply for a licence. Casual traders who come to the market no more than once a month (12 times a year) would not need a permanent licence if they paid for six months in advance. Casual traders who come to the market more than once a month (i.e. once a fortnight) need to have a special licence which states when they are trading. The Market Committee decided not to issue casual trader discounts. Licensed traders giving up their market pitch to become a casual trader must give required notice i.e. one month and not be in arrears.

The Committee are re-launching a weekly Farmers Market on Saturday 31<sup>st</sup> July as part of the Market Traditions bid for which £10,600 of new money was awarded.

6.2. Update from the Recreation Ground Committee.

The Recreation Ground has now had 10 separate pieces of outdoor fitness equipment installed. There was an opening event last Saturday which proved to be a fantastic day, the weather was lovely and fun was had by all. There is a black cloud over this new addition though as the Council has experienced 2 separate incidents of vandalism. Within a week of the equipment being installed 1 of the pieces was vandalised beyond repair. The Council had to replace it completely at a cost of around £1000, on this occasion the Council are able to claim against our insurance policy but the excess is £350. The second incident occurred after the opening event, two portable toilets were hired for the event and sometime over the weekend they were vandalised and rolled around the Recreation Ground. It is going to cost £230 to repair the damage. The Friends of the Rec put up a £100 reward for information that leads to a prosecution.

7. Draft Report on Town Council Committee Structure.

The document and recommendations were circulated for discussion together with the amendments which were put forward by Cllr. Pippa Wade..

If the Full Town Council agree with the Open Spaces meetings being amalgamated with the Finance meeting it was suggested for SCALGA to attend the meeting at the beginning.

**8. DATE of NEXT MEETING.**

8.1. The date of the next meeting 6<sup>th</sup> October 2010. This date is subject to there being an Open Spaces Committee or whether the recommendations in the Committee Structure are agreed and implemented by the Council.

The meeting closed 8.40 p.m.

Chairman .....