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SAFFRON WALDEN
TOWN COUNCIL

Agenda Assets & Services Committee

To Committee Members: Councillors Asker, A Coote, De Vries, Freeman, Frost, Gadd, Light, McLellan and Roberts

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN to be held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 24th February 2020** commencing at 7.30pm to transact the business as set out in the agenda below.

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

Meetings and the Public

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The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting. If at the meeting, please approach the Officer present to make yourself known.

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Website: www.saffronwalden.gov.uk

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Lisa Courtney, Town Clerk

19th February 2020

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence.</p>
2	<p>To receive any Declarations of Interest</p> <p>Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.</p>
3	<p>Minutes of the last meeting of the Assets & Services Committee</p> <p>To verify the Minutes of the Committee meeting</p>
4	<p>Public Speaking Time</p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda.</p>

5	Tourist Information Centre (TIC) – Standing Item Committee to receive and note report as attached
6	Nat West Bank To receive a verbal update regarding this asset
7	Bloor Homes / Ridgeons Site To receive a written report, as attached, noting matters which are outstanding and in progression with UDC and the developer
8	Lime Avenue / Persimmon To receive a verbal update and report regarding outstanding matters
9	Town Centre Culvert To receive a verbal update (if any received from the Environment Agency) regarding impending works
10	Urgent Information Items Any items to verbally report for information only
11	Date and time of Next Meeting Monday 23 rd March 2020 at 7.30pm Council Chamber, Town Hall, Saffron Walden

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 27th January 2020** at 7.30pm

Present: Councillors De Vries, Freeman, Frost, Gadd (Chair), Light, Roberts

Officers: Lisa Courtney, Town Clerk | Terry Frostick, Operations Manager

Members of the public: Mr John Powers and Mr Malcolm Nash in respect of Min Ref A & S 005-20

A & S 001-20	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, A Coote, McLellan</p>
A & S 002-20	<p>Declarations of Interest</p> <p>Cllrs De Vries, Freeman and Light declared generic non-pecuniary interests as members of Uttlesford District Council</p>
A & S 003-20	<p>Minutes of the last meeting of the Assets & Services Committee</p> <p>The minutes of the Assets & Services Committee meeting held on 19th December 2019 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 004-20	<p>Public Speaking Time</p> <p>There were no questions arising</p>
	<p>With the permission of the Committee, the Chair brought forward agenda item 5 – SW Town Football Club, Catons Lane</p>
A & S 005-20	<p>SW Town Football Club – Catons Lane</p> <p>Mr Powers and Mr Nash addressed Committee, providing an update on the club's proposed east side development. They advised that works will be undertaken in phases and will include changing/toilet facilities which could be used by the Herbert's Farm Teams who may use the Lime Avenue football facilities. It was</p> <p>Resolved:</p> <p>To support the principle of development and the plans as presented, subject to full plans being submitted and following the prescribed planning process.</p>
A & S 006-20	<p>Tourist Information Centre (TIC) – Standing Item</p> <p>Committee received and noted the report and thanked the TIC staff.</p>

Signed as a true and accurate record

Minutes of Assets & Services Committee 27th January 2020

A & S 007-20	<p>The Culvert / Trash Screen</p> <p>The Town Clerk updated Committee, advising the Memorandum of Understanding with Essex County Council had been agreed in principle. The installation of the trash screen is anticipated to commence end February 2020.</p>
A & S 008-20	<p>Bloor Homes / Ridgeons Site</p> <p>The Operations Manager updated Committee, noting that the developer will be off site approximately April 2020. He reported that a number of queries remain regarding the developer's obligations under the S106 agreement and the UDC S106 Officer is progressing all outstanding matters.</p> <p>It was noted that the trigger point for the delivery of many obligations was on occupation of the 75th home and therefore Bloor should deliver against all of its obligations with immediate effect or cease building.</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> (a) To bring a report forward to the February Committee meeting to record all outstanding matters; (b) That the UDC Planning Department be requested to obligate Bloor to deliver against all S106 requirements or to cease building.
A & S 009-20	<p>Letter of thanks from Saffron Players regarding Peter Pan Production</p> <p>Committee noted the contents of the letter with thanks</p>
A & S 010-20	<p>Asset of Community Value – The Gate Public House</p> <p>It was Resolved:</p> <p>To submit an application to UDC for registration of The Gate Public House as an asset of community value</p>
A & S 011-20	<p>Proposed Community Centre at Lime Avenue</p> <p>Cllr Gadd (being a member of the Working Party), updated Committee on the current situation, noting the Town Council still awaits the transfer of land from Persimmon Homes.</p>
A & S 012-20	<p>Keep Britain Tidy Campaign</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> (a) That SWTC will promote and encourage people and groups to contact UDC for their litter picking kit and equipment, which is available for use on a free of charge loan basis; (b) That SWTC organises a community litter pick for a date during the Keep Britain Tidy campaign (from 20th March to 13th April 2020), at Lord Butler site (Green Mile), Anglo-American Playing Fields and Bridge End Gardens;

	(c) That SWTC informs Saffron Walden Against Climate Change (SWACC) of the environmental opportunities.
A & S 013-20	Youth Initiative Working Group Committee considered the application as submitted; it was Resolved : To award a grant of £1,100 to the 1 st Saffron Walden Boys Brigade, payable from the Youth Initiative Fund (balance of funds available £9,911.00)
A & S 014-20	Urgent Information Items There was no urgent business.
A & S 015-20	Date and time of Next Meeting Monday 24 th February 2020, 7.30pm Council Chamber, Town Hall, Saffron Walden
A & S 016-20	Confidential Item – Exclusion of Press and Public (Part II meeting) It was Resolved that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
A & S 017-20	Current Leases Committee considered the report as attached to the agenda. It was Resolved : That the Town Clerk be authorised to speak with 3 rd parties and the current lease holder regarding the future of a particular asset.

The Chairman closed the meeting at 8.25pm

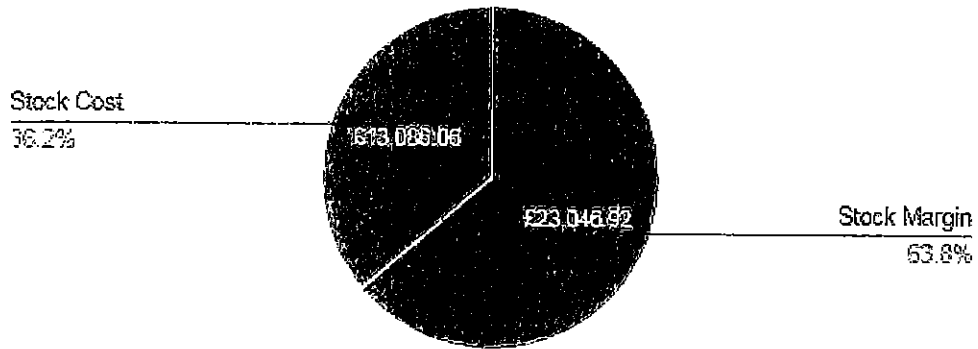
A & S February 2020 / Agenda item 5

January 2020 TIC Report to Committee

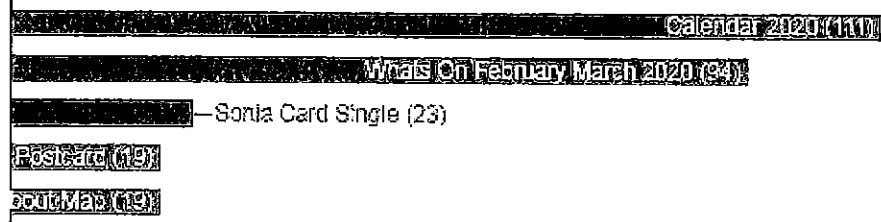
1. We have 49 Saffron Walden calendars left, out of 750 received. They are now only £1 each
2. The Battle Ditch Interpretation Boards were unveiled by Cllr Arthur Coote on Thursday 30th January and have received excellent feedback from the public. The next stage of this project is community engagement, which will involve a keynote lecture by Professor Carenza Lewis on 16th May in the Town Hall, as well as 4 free walking tours with Sarah Kirkpatrick, looking at medieval Saffron Walden. These tours will take place in May, June, July and August of this year. All are free and bookable via the TIC.
3. The Excursions travel show was attended by Louise Scutt-Richter of Saffron Walden BID. Mark was due to attend too, but was unwell at that time. The cost is split 50/50 between the TIC and the BID. Louise reported that the show was quieter than in previous years, so we will probably skip it for 2021.
4. Saffron Walden Market was entered for 'Best Small Outdoor Market' in the 2020 NABMA awards, but unfortunately was not successful this time around.
5. We are due to welcome 10-15 Chinese delegates to Saffron Walden. The delegates are attending the Chinese Sustainable Tourism Conference being held in Cambridge on the 26th and 27th February. They are due in Saffron Walden on Thursday 27th February between 9.45am and 12.15pm. Mark has asked for clarification on these delegates in respect of the coronavirus. It is possible, at the time of writing, that we may withdraw our offer if guarantees cannot be given. Saffron Walden BID has expressed reservations about welcoming this group to Saffron Walden at this sensitive time.
6. In 2019, we made 1746 local business referrals.
7. More 'slatwall' fittings have been ordered and will be fitted by Carl. This is part of an on-going drive to maximise merchandising space on the shop floor
8. The TIC's guide for local dog owners is now at the initial proof-reading stage.
9. Footfall for January was: 7292

Mark Starte / Rachel Thomas/Judith Thompson

Graphs for January 2020



Best Sellers



NUMBER OF VISITORS TO SAFFRON WALDEN TIC - APRIL 2019-MARCH 2020

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL to date
<i>O'SEAS</i>	174	68	95	139	131	61	60	26	28	32			<u>814</u> O'SEAS
<i>SW</i>	79	70	94	172	116	66	78	52	29	34			<u>790</u> SW
<i>UD</i>	5	7	12	13	22	5	2	14	2	1			<u>83</u> UD
<i>EX</i>	1	2	1	1	8	2	1	6	0	0			<u>22</u> EX
<i>UK</i>	1	9	14	5	25	2	0	11	3	0			<u>70</u> UK
<i>BRITISH</i>	388	303	475	423	451	256	197	130	60	111			<u>2794</u> BRITISH
<i>SW</i>	365	331	498	435	386	265	190	132	62	96			<u>2760</u> SW
<i>UD</i>	24	33	39	40	27	25	14	16	3	2			<u>223</u> UD
<i>EX</i>	7	20	20	15	13	8	5	5	0	1			<u>94</u> EX
<i>UK</i>	15	35	41	9	26	24	9	6	2	9			<u>176</u> UK
<i>LOCAL</i>	2550	1947	1737	1806	2075	1729	1905	1975	2262	1750			<u>19736</u> LOCAL
<i>SW</i>	2028	1531	1554	1591	1816	1525	1884	1833	1986	1703			<u>17451</u> SW
<i>UD</i>	269	280	305	260	208	224	224	224	202	264			<u>2410</u> UD
<i>EX</i>	38	165	64	41	47	34	28	46	53	35			<u>551</u> EX
<i>UK</i>	155	319	270	149	183	103	83	106	104	137			<u>1609</u> UK
<i>TELE</i>	168	138	161	218	174	131	132	166	104	156			<u>1548</u> TELE
<i>SW</i>	155	142	152	219	172	135	136	155	98	144			<u>1508</u> SW
<i>UD</i>	17	12	21	15	8	5	6	7	5	10			<u>106</u> UD
<i>EX</i>	2	1	1	7	0	1	2	3	0	1			<u>18</u> EX
<i>UK</i>	5	6	6	6	7	3	0	5	5	7			<u>50</u> UK
<i>THRO' PUT</i>	13095	7991	8334	10266	13024	8867	9190	6233	10385	7292			<u>94677</u> THRO' PUT

RED ITALICISED CAPITALS denote origin of visitors making enquiry, i.e. from Overseas, from other areas of Britain, or from local area (Uttlesford)

SW - enquiries made which relate to Saffron Walden itself

EX - enquiries made which relate to Essex beyond Uttlesford

TELE = Incoming enquiries by telephone, split into enquiries about Saffron Walden, Uttlesford, Essex, and the wider UK

Actual Throughput = Footfall as indicated by Monthly Door Counter readings, halved and adjusted for staff movements

UD - enquiries made which relate to other parts of Uttlesford

UK - enquiries made which relate to other parts the UK

Actual Throughput = Footfall as indicated by Monthly Door Counter readings, halved and adjusted for staff movements

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A & S February 2020 / Agenda item 7

Committee	Assets & Services
Month	January 2020
Report Title	Bloor Homes / Ridgeon Site Update
Attachments	None

Summary

This development is approaching completion, with the developer due to be off site in April 2020. Prior to this departure, it is prudent for both UDC (as the Planning Authority) and SWTC (as the recipient of S106 monies and assets) to both ensure the developer has met all of their obligations as stipulated within the S106 agreement.

Key Considerations

It is important that any planning related queries are reconciled prior to the developer leaving site. It is known from previous and current experience with another developer, that it is easier to resolve and reconcile matters whilst the developer is still physically on site.

From SWTC's perspective, the key considerations and queries are:

1. Delivery of the LAPs and LEAP in accordance with the S106 agreement, including play equipment to ROSPA standards
2. Outdoor gym equipment – there are no commuted sums associated with this equipment but its installation was agreed as shown on the landscaping master plan accompanying the development. Would the developer provide any sums for this equipment or will the responsibility for this site with a management company? It is noted that some of the gym equipment is already faulty and requires remedial works and the S106 Officer has this matter in hand.
3. Bins (both litter/dog bins) and benches – These are shown on the landscaping maps and not shown in any S106 contributions payable to SWTC. Who will own or manage these?
4. Trees – need to ensure that trees planted are in accordance with the tree planting scheme and that the trees are in good condition / health for transfer to SWTC
5. Boundary fencing – no commuted sums shown on S106 to SWTC – who will manage these?
6. The query regarding the precise public open space to be transferred remains unreconciled and is noted in the S106 as being "*the LEAP LAPS and all landscaped areas within residential Phases including the semi-natural open space and reptile habitat to the north of the Land but not included in private gardens*". SWTC has already agreed (in 2016) to accept transfer of the public open space from the developer, subject to all terms and conditions of transfer being met. It is anticipated that this matter will be reconciled prior to any transfer. It

is further noted that the developer remains responsible for the maintenance of the public open space for 1 year from the date of completed works.

7. Given that all of the public open space is for transfer to SWTC (as per the S106 agreement), it is likely the responsibility for the street furniture and gym equipment will become the responsibility of SWTC; it is unfortunate that commuted sums of money from the negotiated S106 agreement (2014) do not include contributions towards the future maintenance or replacement of these items. This is now arguably a historic and inherited issue which cannot be further addressed; the S106 is a legally binding document and it was incumbent upon the Town Council and UDC in 2013-14 when the S106 was being agreed to identify these queries; regretfully this was not done.
8. The S106 agreement is based on a contribution of an amount of money per 100m² (ie £9.64 payable every 3 years per 100m² of rotational cutting back of wetland fen” or is a lump sum (ie £3,400 per annum for the maintenance of the mini football pitch). S106 payments are payable for a 20-year period although anticipated that the developer will pay a lump sum in years 1 or 2 to cover the financial commitment.

Other queries for UDC's and/or ECC account include (not an exhaustive list):

9. Ensuring all highways contributions are commuted being:
 - £5k for Ashdon Road scheme
 - £120k as a highways contribution towards works identified as part of a package of measures in the Uttlesford Local Plan Highway Impact Assessment (Oct 2013)
 - £50k for highway works contribution towards a scheme at Ashdon Road/Church Street/Castle Hill/Common Hill mini roundabout and towards gateway treatment to include town entrance signs
 - £80k towards Wenden Road cycle path contribution
10. Progression and monitoring of the travel plan
11. Installation of signage in accordance with the S106
12. Footpath repairs required on the path leading down to Ashdon Road, this is cracked from subsidence and fencing needs replacing

Financial Implications

Should the developer fail in their obligations or deliver to an inferior quality, the responsibility for progression sits with UDC as the Planning Authority. UDC Planning Officers are heavily involved in resolving the outstanding queries and a positive outcome is anticipated. If, however, for whatever reason, SWTC is not content with the quality of works it must urge UDC not to sign a satisfactory completion certificate. The public open space may only be transferred to SWTC upon the provision of a satisfactory completion certificate from UDC to the developer.

Officer Recommendation

To note the contents of this update report.